

MANCHESTER JUNIOR-SENIOR HIGH SCHOOL
THE HOME OF THE SQUIRES

**STUDENT
HANDBOOK** **2017
2018**

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 ROLISSA UNDERWOOD • OFFICE
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 LACEY WISE • GUIDANCE
 DAVID ZINSMEISTER • ENGLISH/JOURNALISM

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the principal or your guidance counselor. This handbook is supplementary to Board Policy. Should a provision of this handbook contradict Board Policy, the Board Policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.



MISSION STATEMENT

Globally Connected Locally Engaged.

VISION STATEMENT

Manchester Junior-Senior High School graduates will achieve their potential and face their future with confidence and skills through lifelong learning, an appreciation of the arts and service to others.

RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and

the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

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

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

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

SCHOOL DAY

School is in session Monday, Tuesday, Thursday, and Friday from 8:15-3:20, Wednesday from 8:35-3:20 for staff collaboration.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents with a phone call through the School Messenger System. Parents and students are responsible for knowing about emergency closings and delays.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers

who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an announcement made over the PA system.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation’s Compliance Officer listed below:

Manchester Community Schools Superintendent
 Title IX Coordinator
 P.O. Box 308, North Manchester, IN 46962
 Phone: (260) 982-7518

SPECIAL EDUCATION

The school provides a variety of special educational programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

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

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the Corporation’s programs and facilities.

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

MCS Section 504 Coordinator
 Dorey Mobley, Director of Squire Academy
 404 W. Ninth Street, North Manchester, Indiana
 46962
 (260) 306-3230



GENERAL STATEMENT

A student’s attendance is essential to learning – learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences, and the student’s ability to establish proper work habits. Whether the goal is the workforce or postsecondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence, whether excused or not, interrupts the student’s understanding of the material being presented and weakens his/her interests in the continuing program. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems. Manchester Junior Senior High School insists that students be punctual and regular in school attendance. The MJSHS attendance secretary records students attendance every day and all attendance information can be found on Powerschool.

EXCUSED ABSENCES

PARENTS/GUARDIANS MUST PROVIDE AN EXPLANATION FOR THEIR CHILD'S ABSENCE WITHIN 24 HOURS OF THE ABSENCE BY CALLING THE SCHOOL, (260) 982-2196 and reporting the absence to the school secretary (a call the morning of the absence is preferred).

a. Parents may excuse up to **TEN (10)** absences per school year for illness, medical and legal appointments, family vacations and college visits.

b. Illnesses excused by a written note from a physician do NOT count as part of the ten parent excused absences. **PARENTS MUST PROVIDE A DOCTOR'S NOTE WITHIN 5 SCHOOL DAYS OF THE STUDENTS RETURN TO MJSHS.**

c. Funeral for a death in the immediate family or with parent permission are also exempt towards the ten parent excused absences.

d. If an absence can be foreseen the parent should arrange to discuss the matter with the principal as many days as possible before the absence occurs.

e. If a student is absent for more than 3 consecutive days, a doctor's note is required or the absence will be considered unexcused.

f. Tardies that are excused by a parent will count as an excused absence if the student is more than ten minutes tardy to class.

g. Tardies that are excused by a parent will count as an excused absence if the student is more than ten minutes tardy to class.

Students may be excused from school for one of the following reasons and will be provided an opportunity to make up missed school work and/or tests:

- illness verified by note from parent/guardian
- illness verified by note from Physician
- family funeral

- maternity
- military connected families (e.g. absences related to deployment and return)
- religious holidays
- pre-approved college visit with documentation from the college
- school-sponsored field trips

EXEMPT

Under IC 20-33-2-14 a student is excused from attending school under some circumstances, such as serving as a page or honoree of the General Assembly; participating in an election; when subpoenaed to testify in court; when serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of the school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. Certain school trips fall under this exception, as well as individual student absences. Students may be excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers.

TRUANCY/CHRONIC ABSENTEEISM

- a. Any absence without permission of the parent or guardian.
- b. Any absence exceeding 10 parent excused absences is considered Chronically Absent

Under IC 20-33-2-11 a child who is designated a habitual truant is defined as, "a student who

is chronically absent, by having unexcused absences from school for more than 10 (ten) days of school in 1 (one) school year.”

Under SEA 1, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30 through IC 30-40.”

CONSEQUENCES FOR TRUANCY

Student will serve one day of Day Reporting for each day absent above the 10 parent excused absences.

If a student chooses to be truant and their whereabouts cannot be confirmed by the parent/guardian or the school, the local authorities will be notified and they will be referred to day reporting.

The school may also take any of the following actions:

- disciplinary actions (see student code of conduct)
- a loss of driver’s license through the Bureau of Motor Vehicles
- revocation of work permit
- a report to juvenile authorities

UNEXCUSED ABSENCES

In the rare occurrence that an absence is not covered under the definition of excused, truant, or exempt a student will be marked as unexcused.

LEAVING SCHOOL DURING THE DAY

If a student needs to leave the school building during the school day, the following procedure must be used:

1. The student’s parent/guardian must contact the school (by telephone or note) ahead of time for permission to be granted. Notes to leave school during the day must include the reason and must be presented to the office BEFORE SCHOOL STARTS so they can be verified, if necessary, before the student leaves.

2. When the time comes for the student to leave the building he/she must inform the office both verbally and by signing out.

Students leaving the building during the school day must:

- A. BRING IN A NOTE FROM A PARENT/GUARDIAN
- B. GAIN PERMISSION FROM THE OFFICE
- C. SIGN OUT AND EXIT THE BUILDING THROUGH THE MAIN DOORS (DOOR #1)

If a student fails to meet any of the above rules they will be considered truant.

LEAVING SCHOOL DUE TO ILLNESS

Students who become ill at school must report to the OFFICE FIRST and then to the health suite. If the student is ill enough to leave school, the OFFICE will contact the parent/guardian or near relative to either come to school to get the student or to receive permission for the student to drive or walk home. Students who leave school without following this procedure will be truant.

NOTE: Any student who reports to the health suite as ill (and misses at least ten minutes of class) will be counted absent from the class that they are missing.

All athletes and extra/co-curricular participants must have attended all classes the day of or the day before, in the case of Saturday activities/contests, to be able to participate in that day’s activity/contest. These same rules apply

to practices. Approved field trips or school activities constitute attending school. Absences for doctor’s appointments are excused provided a note signed by the doctor is given to the school office. Exceptions may be approved through the principal’s and/or athletic director’s office.

PERFECT ATTENDANCE

Manchester Junior-Senior High School defines perfect attendance as a student missing no more than one class period in any given semester.

TARDIES

Tardiness is any unexcused appearance of the student beyond the scheduled time that a class begins. The following disciplinary action will be taken in regard to tardiness: Possible consequences determined by administrator.

CONSEQUENCES		
1ST-2ND TARDY	3RD TARDY	4TH+ TARDY
WRITTEN WARNING	DETENTION	FRIDAY NIGHT SCHOOL

Habitual tardiness will result in further discipline, including: suspensions or removal from class.



SCHOOL HEALTH AND WELLNESS

STUDENT WELL-BEING

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

All students must have emergency medical information submitted to the school and completed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. If a child is sick enough to be sent home, a parent/guardian will be called. It is recommended that a child be fever free and/or symptom free (regarding the symptoms listed below) for 24 hours before returning to school. Per the principal’s and/or nurse’s discretion, a parent/guardian will be called to take a child home with any of the following symptoms: vomiting, diarrhea, unidentified rash which is spreading or not yet medically treated, elevated fever of 100 degrees or more, head lice (active or with > 5 nits remaining)[Please contact your school clinic if you discover your child has lice.], suspected eye infections with drainage, chicken pox - until lesions are crusted over, shingles lesions which are not crusted over or completely covered, other contagious illnesses as defined by the CDC, Indiana Dept. of Health criteria for exclusion from school.

Remember handwashing is the single most effective way to prevent a wide variety of diseases. Many illnesses can be stopped or slowed if we remind ourselves to practice frequent handwashing, blowing noses into tissues, and covering mouths when coughing or sneezing. Sometimes staying home is the only way to benefit our kids, ourselves and our community.

The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the School Nurse.

IMMUNIZATION REQUIREMENTS (IC20-34-4-2)

Each student shall provide documentation of the following immunizations that complies with the rules set forth by the Indiana State Board of Health pertaining to adequate dosage and age:

- A. Diphtheria
- B. Pertussis (whooping cough)
- C. Tetanus
- D. Measles
- E. Rubella
- F. Poliomyelitis (polio)
- G. Mumps

Additionally, every child who enters kindergarten or grade 1 shall be immunized against Hepatitis B and chickenpox. Parental history of chickenpox disease is acceptable as proof of immunity (no vaccine needed).

HEA 1133 (2004) requires every child in Indiana who enters grade 9 and grade 12 be immunized against Hepatitis B.

In order to uphold our role in ensuring our students are protected, your child's immunization profile must be complete. If you do not have a medical or religious waiver on file with the school nurse, your child will be excluded from participating in extracurricular activities (i.e. sports, band, choir) as well as off campus field trips. This is to protect your child and others from being exposed to any contagious diseases.

USE OF MEDICATIONS (IC34-30-13-13)

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

1. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
2. The Student Medication Permit must be filed with the school nurse/designee before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the school nurse/designee.
4. Medication that is brought to the office will be properly secure.

ALL medication (prescription and OTC) will be dispensed ONLY if it is in its original container. Expired medications will not be dispensed. Prescription medication bottles must have the student's name on the label. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, school bag, or other means on or about his/her person, except for emergency medications for allergies and/ or reactions. (Refer to Self-Administered Medication)

5. Students who may require administration of an emergency medication may have such medication stored in the health suite. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.
6. IC 20-34-3-18 Medication that is possessed by the school for administration during school hours or at school functions, for student in grades k-12 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
7. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be

administered or at the end of the school year.

8. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

9. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

SELF-ADMINISTERED MEDICATION (IC20-33-8-13)

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the school nurse/designee. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

Manchester Community Schools or the School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act of omission amounting to gross negligence or willful and wanton misconduct.

NON-PRESCRIBED OVER THE COUNTER MEDICATIONS

No staff member will be permitted to supply and dispense non-prescribed, over-the-counter (OTC) medication to any student. (511-IAC-7-21-8) Parents may authorize the school to administer a non-prescribed medication using the Student Medication Permit form, which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed

Medications will also apply to non-prescribed medications. All OTC medications will be secured in the health suite.

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include: chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the *Communal Disease Reference Guide for Schools: 2013 Edition*.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES (IC 20-34-3-9)

In the case of non-casual contact, communicable diseases, Manchester Community Schools still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. Manchester Community Schools will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human

Immunodeficiency Virus), Hepatitis B. and other diseases that may be specified by the State Board of Health.

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

HEALTH SUITE

The basic purpose of the health suite is to provide care to students who are ill or injured. Because of our limited facility and staff, the following regulations must be in effect:

1. Except in cases of an emergency, a student must have a pass from his/her current teacher/aide to come to the health suite. Between classes, current teacher is defined as the teacher of the student's next class.
2. All students needing to go to the health suite must first "check-in" at the main office with the school nurse/designee.
3. Students who are not seriously ill or injured will be assessed and returned to class immediately.
4. Students who are ill or injured will be allowed to lie down for a maximum of 15-20 minutes. At that time, their current health status will be reassessed.
5. Students that cannot return to class after 30 minutes in the health suite will have their parent/guardian notified so arrangements can be made for the student to go home.

NOTE: Any student that reports to the health suite as ill or injured (and misses at least 10 minutes of class) will be counted absent from the class that they are missing. That absence will be counted as excused until the student reaches the limit of 10 absences per school year.

FOOD SERVICE

Manchester operates a school cafeteria under the auspices of the Federal and State Hot Lunch Programs.

1. No commercial foods may be brought into the lunchroom during the lunch periods.

Commercial foods are those items that are purchased from restaurants and brought to school in the restaurant packaging.

2. All food must be eaten in the lunchroom.
3. Students must walk to the lunchroom and wait in line in an orderly fashion.
4. Before a student leaves his/her place at a lunch table he/she should make sure the area at which they have eaten is clean and the chair is pushed in.
5. To protect the educational atmosphere of the classes in session, students at lunch may not leave the assigned lunch area without permission from the administration on lunch duty.

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

FOOD AND DRINKS

Only bottled water is allowed in the classroom. Soft drinks and juices may be purchased from a machine in the cafeteria. The soft drink machines are turned off during lunch times to comply with Federal Lunch Program standards. Food and beverage containers should be disposed of properly and should not be left in lockers.

SCHOOL HEALTH AND WELLNESS GUIDELINES

The School Health and Wellness Guidelines is available for students, staff, parents and community members to review on the school website.

The School Health and Wellness Guidelines originated in March 2007 and was last reviewed:

May 20, 2014

Wellness Policy Coordinator:

M.A. Hire, RN

MCS School Nurse

ENROLLING IN THE SCHOOL

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

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parent will need to bring: a birth certificate or similar document, court papers allocating parental rights and responsibilities, or custody (if appropriate), proof of residency, (no homeless child will be denied enrollment based on a lack of proof or residency proof of residency) proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

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

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

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

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Manchester Junior-Senior High School, the parent must notify the Principal. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the guidance office for specific details.

WITHDRAWAL FROM SCHOOL

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

STUDENT RECORDS

Teachers, counselors and administrators keep many student records. there are two (2) basic kinds of records, directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Surveillance video and student photos are considered directory information.

Confidential records contain educational and behavioral information that has restricted access based on 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 to comply with State and Federal laws that may require release without consent.

Included in the 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 the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents

should keep copies of such records for their home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school Corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the guidance office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

The school is required to give recruiting representatives of the U.S. Armed Services and the Indiana Air, Army, National Guard and the service academies of the armed forces of the United States or an institution of higher education access to the high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior consent of the parent(s)/eligible student.

The school is required to notify the parent and student that either one may request that the information not be released by the school to the military recruiting representatives. The notification is to include the process necessary to complete this requirement.

The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and eligible students may refuse to allow the school to disclose any or all of such "directory information" upon written notification to the school.

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

violated may file a complaint with:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW 20202-4605
 Washington, D.C.
www.ed.gov/offices/OM/fpco
PPRA@ED.Gov

A Copy of the corporation policy on student records may be obtained through the MCS Central Office.

ATTENDANCE REQUIREMENTS

To be considered a full time student at Manchester Jr-Sr High School, a student is required to be in attendance seven periods daily for eight semesters and carry a minimum of six classes each semester.

A student who wants to attend school less than seven periods a day during any semester will be considered for a shortened day schedule under the following guidelines:

1. Medical hardship-must have documentation from a physician requesting less than full day schedule for medical reasons.
2. Financial hardship-must be considered an independent student by providing his or her own living expenses or by providing support for a biological child.
3. Be a returning student whose intended date of graduation has passed.

A letter requesting a shortened day schedule should be submitted to the Principal for approval. The approval for a shortened day schedule will be made after a conference with the student's counselor regarding the student's educational plan.

GRADUATION REQUIREMENTS

To graduate from Manchester Jr-Sr High School, a student must meet the minimum graduation requirements. A student shall have completed a minimum of forty (40) credits in several areas of study and shall attend school eight (8) semesters in grades 9-12. A waiver for one semester during the senior year may be requested through the high school principal with documented reasons and must be approved by the school board.

Reasons to request a one semester waiver should fall into one of the following categories: medical disability, special family circumstance, or enrollment in a post-secondary educational opportunity.

A student who wants to graduate with less than eight (8) semester of school attendance must meet the following guidelines:

1. Have the required semester of school attendance and credits for graduation after an evaluation of their educational plan with a guidance counselor.
2. Submit a letter requesting early graduation and the reason why to the principal. The letter of request will be forwarded to the school board for approval with a letter of recommendation by the principal.

GRADUATION CEREMONY PARTICIPATION

According to MCS School Board Policy, commencement exercises will include those students who are eligible for a diploma, certificate of achievement, or certification of course completion as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. A student MUST attend graduation practice to participate in the ceremony. At that time all books must be returned and fees paid in full to the school. A student may choose to not participate in the ceremony and a form is available in the office to formally indicate that. Students completing graduation requirements after the date of graduation and prior to October 1 of that year will receive their original diploma. These students will not participate in any graduation ceremony.

CERTIFICATE OF ATTENDANCE

Seniors who meet or exceed the minimum state and local academic credit and attendance requirements will receive the Manchester Certificate of Attendance. (Students who do not pass or successfully appeal the GQE.)

CERTIFICATE OF COMPLETION

Seniors who are designated as “non-diploma” track students, but have completed the prescribed individual educational program (IEP) and attendance at Manchester Jr-Sr High School will receive a Manchester Certificate of Completion.

SCHEDULE CHANGES

When students receive a copy of their schedules, they should carefully read the schedule for accuracy of courses requested and needed to meet graduation requirements. If students need to make changes, call the guidance office to make an appointment. Counselors will be in their offices one week after the last day of school and one week prior to registration in August. Any schedule change that alters the type of diploma to be earned needs to have written parent permission.

All schedule changes after registration must have written parent permission. Parent requested schedule changes must be made within the first three days of each semester. Requests to drop a class after the designated drop/add period and before the end of the first nine week period will be considered on an individual basis, must have written parent permission, and may require a parent conference. Students who wish to drop a class after the first nine weeks grading period must meet the same requirements and will receive an F for the semester in that class. The only exceptions will be for approved medical and hardship cases. Any request for a schedule change after registration will be made only under the following circumstances:

- a. A master schedule conflict exists.
- b. A need exists to reschedule a class that was failed.
- c. A teacher is recommending the change.
- d. A scheduling error has occurred.
- e. The principal, counselor, and teacher all agree that a proposed schedule change is in the best educational interest of the student.

RE-TAKING A CLASS

Requests for re-taking a class to improve the skills, education or grade point average must be considered on an individual basis. A recommendation in writing must be given to the

student's counselor by the student making the request and giving the reason(s) for the request. The counselor and Principal will accept or deny the request. Both grades must be recorded on the student transcript according to state guidelines and will be figured into the student's grade point average.

PROMOTION, PLACEMENT, AND RETENTION

Grades 7-8

Students in the 7th and 8th grade must successfully complete the following each year: 2 semesters of Language Arts, 2 semesters of Math, 1 semester of Science, and 1 semester of Social Studies. Students who fail to complete these requirements may be required to retake the failed classes until they complete them successfully.

Grades 9-12

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

WEIGHTED GRADES

Weighted grades **only apply** to current Juniors (class of 2019) and Seniors (class of 2018).

Full weight of 1 point on a 4.0 scale will be added to a high school course grade in an Advanced Placement course beginning with the Class of 2016 entering grade 9. (An A grade in an AP course will earn 5 points instead of 4 points for a student's grade point average.)

Half weight of .5 on a 4 point grading scale would be applied to a high school course grade for students taking an Honors course beginning with the Class of 2016 entering grade 9. (An A

grade in an Honors course will earn 4.5 points instead of 4 points for a student's grade point average.)

GRADE POINT AVERAGE SCALE

Each student's grade point average (GPA) is based on all grades received each semester in grades 9-12. GPA will be figured on a 4.0 scale (A=4, B=3, C=2, etc). Class rank includes all diploma-track students in the class and is figured at the end of each semester, including the 8th semester. Class rank and grade point average are available at the end of each semester. Unweighted and weighted grade point averages will be provided as requested.

HONOR ROLL

Every class carried by the student will be considered when preparing the Honor Roll. Incomplete grades will not be considered in the calculation. Students who have earned a D or F in any class will be ineligible for Honor Roll consideration. Honor Roll levels are indicated below. Honor Roll will be calculated and published at the end of each semester based on Grade Point Average.

Highest Honor Roll 3.8-4.0

High Honor Roll 3.5-3.79

Regular Honor Roll 3.2-3.49

VALEDICTORIAN/SALUTATORIAN

For the classes of 2018 and 2019 the Valedictorian and Salutatorian will be based on overall GPA. Beginning with the class of 2020, to be considered for Valedictorian and Salutatorian a student must receive an Academic Honors diploma and have earned credit in a minimum of 5 AP or dual credit classes. Overall GPA will then be used to determine the Valedictorian and Salutatorian from students who have earned an Academic Honors diploma and credit in a minimum of five AP or dual credit classes.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

MANCHESTER COMMUNITY SCHOOLS ACADEMIC EXCELLENCE PROGRAM

Purpose: To recognize and honor students in grades 4-12 who have achieved a degree of academic excellence.

Criteria: Each student's grade point average (GPA) must equal A- with not less than a B in all subjects taken for credit. The GPA will be figured from the Spring Semester grades of the previous school year and the Fall Semester grades of the current school year.

The Academic Excellence Awards Program for students and parents will be held in the early Spring.

INDEPENDENT STUDY

Seniors may have the opportunity to pursue a program of independent study. The purpose should be to allow and encourage a student to take more responsibility for his own education by exploring in depth a topic of interest in his/her major field.

A Senior may take but one independent study course at one time. Students must have completed the regular sequence of classes within a department to be eligible for independent study, or the requested class is not being taught or can not be scheduled into the student's schedule.

Applications for the independent study program must be completed prior to the desired semester. The teacher, parent/guardian and counselor must approve this application for independent study.

Students Planning Independent Study

1. The student and the teacher need to establish the title, the reason for the need, and the educational goals to be reached for the course.
2. Methods of evaluation are to be worked out along with time schedules, location of study and assignments, and any other necessary information. Letter grades and credits need to be given as in other courses.

3. Parents must read the program established by the student and the teacher, and sign their name showing their approval.

4. The student should then turn the application in to the counselor for their approval or rejection. The application should be in triplicate so that the student, teacher and counselor each have a copy.

5. Students should be prepared to discuss their educational position with teachers and/or counselor at any time.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Generally homework will not be used for disciplinary reasons but only to enhance the student's learning.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Unless exempted, each student will be expected to pass the ISTEP test and End of Course Assessments (ECA).

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. College entrance testing information can be obtained from the Guidance office.

CONTROVERSIAL SUBJECT MATTER POLICY

If a course of study contains material that is found objectionable (on moral or religious grounds) to students or parents, two alternatives are available:

1. The student may be excused from the classroom discussion portion of the material (assigned to study hall), but retain the book or written material. In this case, the student may take whatever exams are given over the material and receive credit earned.

2. The student may be excused from the classroom discussion and not retain the written material. In this case, the student will not take exams and will not receive credit for the unit, but will also not be penalized in regard to the student's grade.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. Students must have a completed permission form turned in before being allowed to participate in any school sponsored trip. Participation in school trips is a privilege and students may be denied participation in trips due to discipline concerns as well as for academic or attendance reasons in any class. Students who are not current with their immunizations will be denied participation on school field trips. Students are not counted absent from classes missed, but are responsible for making arrangements to make up work missed in other classes while on the field trip. All school rules apply to students while on school trips and students are expected to conduct themselves in a manner that reflects a positive image of Manchester Junior-Senior High School.

STUDENT EMPLOYMENT

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

The school may deny a work permit to a student whose academic performance does not meet the school's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's

grade point average or attendance after he/she begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.

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

STUDENT AIDES

Each teacher is responsible for the supervision of his or her student aides. One student aide per period per semester (unless approved by the principal). A student may only be an aide one period a day. A student will be removed as an aide and returned to study hall if he or she receives an F at the end of any nine weeks grading period.



MEDIA/TECHNOLOGY

USE OF THE LIBRARY MEDIA CENTER (LMC)

The library media center is available to students and classes throughout the school day. Individual student passes may be obtained from a student's teacher, supervisor and from the library staff.

Classroom teachers may schedule classes to meet in the LMC on the LMC Google Calendar. They must communicate their resource and space need to the LMC staff and then reserve the time. All classroom use of the media center must be scheduled with the library media staff beforehand.

Students are encouraged to use the library media center for recreational reading, research purposes or quiet study. Students must respect the rights of others. If students do not use the LMC for what it is intended, they will be asked to

return to study hall or class and may have future use restricted. All students must sign in when they come in the LMC.

Generally, non-fiction and fiction books including magazines will be checked out for a period of 21 days, but the check-out period may change dependent upon use. Reference materials may be checked out for overnight use only with the permission of the LMC staff. Students may also check out ebooks on their Chromebooks using Follett Shelf.

All library materials should be returned or renewed by the due date. Any materials not returned will be billed for replacement. Items not paid for can be turned over for collection. All library materials must be returned or paid for by a student if he/she leaves Manchester Junior/Senior High School.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class.

CELL PHONES AND WIRELESS COMMUNICATION DEVICES (WCD)

Students may possess WCD and cellular phones during the school day. They may only use the WCD or cellular phone during passing periods or lunch. During class, cell phones must be turned off, kept out of sight and not used for any purpose, including but not limited to text messaging, taking pictures, listening to music and all forms of social media. Violators may have their phones confiscated and subject to disciplinary action.

CELL PHONE/WCD CONSEQUENCES			
OFFENSES 1- 3	STUDENT WILL PUT THE DEVICE IN THEIR LOCKER AND WILL BE MARKED TARDY TO CLASS	STUDENT WILL TURN IN THE DEVICE TO THE OFFICE AND CAN PICK UP THE DEVICE AT THE END OF THE DAY	STUDENT WILL TURN IN THE DEVICE TO THE OFFICE AND A PARENT CAN PICK IT UP AT THE END OF THE DAY

Continued use of a WCD in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD. If a WCD is confiscated, it will only be release/returned after the student complies with any other disciplinary consequence that is imposed and/or referral to law enforcement if the violation involves an illegal activity. The corporation is not responsible for the loss, theft, damage, or vandalism to student cellular telephones or WCDs as well as other student property.

Cell phones and WCDs with cameras shall not be used at any time in locker rooms and restrooms. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the WCD.

If the administration feels that allowing WCDs in school becomes a significant disruption to the educational atmosphere then the policy may be changed at any time.

ADVERTISING OUTSIDE ACTIVITIES

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

TECHNOLOGY AND NETWORKS

Before any student may enhance his/her education through participation in the school's iLearn Program, he/she and his/her parents must sign the MCS Acceptable Use Policy Agreement in the MCS STUDENT TECHNOLOGY HANDBOOK. This defines the conditions under which the student may participate. Failure to

abide by all of the terms of the agreement may lead to suspension of the student’s computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. The wireless network may not be accessed by students without permission from the administration.

CHROMEBOOK CONSEQUENCES			
OFFENSES 1- 3	MEETING WITH STUDENT - 1 WEEK IF NEGLIGENT	CARE COUNSELING LOSE EVENING/ WEEKEND PRIVILEGES FOR 2 WEEKS	PARENT CONFERENCE LOSE EVENING/ WEEKEND PRIVILEGES FOR 1 MONTH

UNPAID TECHNOLOGY FEES

Students with outstanding technology fees will not be allowed to remove their Chromebook from the school until payment has been made. Students will be required to bring in their charger and cord, and follow the building rules for making sure that their Chromebook gets charged in the evening. Failure to follow these procedures will result in further disciplinary action.



STUDENT CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students on school property at any time, during and immediately before and after any school activity at any location and traveling to and from school or to and from a school activity. Each student is responsible for his/her own actions, and some students may not have the degree of self-discipline necessary for an orderly educational atmosphere. The following concepts are considered basic to that atmosphere and students who choose to violate these concepts will be disciplined.

This Student Code of Conduct applies to all students attending school or school sponsored events (field trips, athletic events, etc.), both on and off the grounds of Manchester Junior-Senior High School.

VIOLATIONS OF THE CODE OF CONDUCT

Any inappropriate behavior or action not covered in the student handbook will be handled in a case by case basis with appropriate consequences. Discipline may be initiated at any level, depending on the severity of the offense.

1. **DISRUPTION** of the educational atmosphere of the classroom and/or the school in general and/or knowingly interfering with school purposes or inducing another student to do so.
2. **PROFANITY**: using inappropriate language and/or inappropriate personal expression.
3. **INSUBORDINATION**: refusing the direct instruction of a teacher, staff member, or adult supervisor, or reacting in a disrespectful manner.
4. **DRESS CODE VIOLATION**.
5. **TARDY** to class.
6. **ACADEMIC DISHONESTY**: cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating. This includes plagiarism.
7. **TRUANCY**: any unauthorized absence from a class, the school building, detention or Friday Night School (FNS).
8. **IMPROPER USE OF WCD, CELLPHONES** and/or other distracting toys at school.
9. **PUBLIC DISPLAYS OF AFFECTION**.
10. **HORSEPLAY**.
11. **HACKING** of internet/network/email.
12. **FAILURE TO REPORT** to detention, Friday Night School, or Day Reporting.
13. **THEFT** of school property or property of another person.
14. **CHROMEBOOK MISUSE/ABUSE** including intentional and accidental dropping/throwing of device.

RANGE OF POSSIBLE CONSEQUENCES					
VIOLATIONS 1-14	VERBAL/ WRITTEN WARNING	DETENTION	FRIDAY NIGHT SCHOOL	DAY REPORTING 1-3 DAYS	RECOMMENDATION FOR EXPULSION
7	LOSS OF DRIVER'S LICENSE, WORK PERMIT, REFERRAL TO PROBATION				
11	LOSS OF PRIVILEGES 9-WEEKS, 1 SCHOOL YEAR, ENTIRE CAREER				
13	RESTITUTION				

15. **CONTINUAL FAILURE TO COMPLY** with administrative directives.

16. **FIGHTING**, causing bodily harm or attempting to do bodily harm to another student.

17. **THREATENING OR INTIMIDATING** another person with/without bodily injury.

18. **POSSESSION OF A WEAPON**. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (Including but not limited to explosives, fireworks and ammunition).

19. **POSSESSION OF KNIVES**. Including but not limited to pocket knives, utility knives, hunting knives, multi-purpose tools containing blades.

20. **POSSESSION OF TOBACCO/VAPIN**. Use of and or in possession of tobacco/vapin products.

21. **USE OF AN OBJECT AS A WEAPON**. Any object used to threaten or harm another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

22. **KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE**. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration immediately.

CONSEQUENCES			
VIOLATIONS 15-22	DAY REPORTING 1-10 DAYS	RECOMMENDATION FOR EXPULSION	WAIVER OF DUE PROCESS (FORM 16)

23. **ENGAGED IN SELLING, PURCHASING, USING, POSSESSING, DISPENSING OR BEING UNDER THE INFLUENCE OF ALCOHOL, NARCOTICS, DRUGS, CONTROLLED SUBSTANCES, STIMULANTS, INHALANTS OR BEING UNDER THE INFLUENCE OF ANY OF THE ABOVE; OR POSSESSION OF DRUG PARAPHERNALIA**. Students seen in possession of any of the above substances on school grounds or at school events on or off campus will be subject to immediate confiscation of the substance. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

24. **ENGAGED IN SELLING, PURCHASING, USING, POSSESSING, DISPENSING OR BEING UNDER THE INFLUENCE OF AN IMITATION-CONTROLLED (LOOK-ALIKE) SUBSTANCE, CONTAINER OR DEVICE REPRESENTED TO BE ALCOHOL, NARCOTICS, DRUGS, CONTROLLED SUBSTANCE OR AN INHALANT**. Students seen in possession or using electronic cigarette device or other look-alike substances on school grounds or at school events on or off campus will be subject to immediate confiscation of the electronic cigarette and/or substances.

CONSEQUENCES		
VIOLATIONS 23-24	DAY REPORTING UP TO 10 DAYS	RECOMMENDATION FOR EXPULSION

25. **USING SCHOOL-ISSUED DEVICES TO ENGAGE IN ILLEGAL ACTIVITY**.

26. **VIOLATING INDIANA OR FEDERAL LAW**.

27. **VANDALIZING, THREATENING AND/OR THEFT** of school or personal property of student or school staff.

28. **HARASSMENT/BULLYING** by a Student. The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. MCS will comply with the provisions of HEA 1423 (Anti-Bullying Legislation). This will include parameters for investigating,

reporting, and providing follow up services to complaints alleging bullying behavior. Students/ Parents who have complaints regarding bullying shall notify MCS teachers and administrators immediately. Conduct constituting harassment/ bullying may take different forms, including but not limited to the following:

A. Sexual Harassment

Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).

Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexual suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.

Physical Contact: Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.

B. Race/Color/Religion/National Origin/ Age/Disability/Other protected forms of harassment

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

Nonverbal: Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or

threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

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

CONSEQUENCES		
VIOLATIONS 25- 28	DAY REPORTING UP TO 10 DAYS	RECOMMENDATION FOR EXPULSION

DEFINITIONS

Detention: a 30 minute period either before school 7:30am-8:00am or after school 3:30pm-4:00pm.

Friday Night School (FNS): a detention time on Friday afternoon beginning at 3:20pm and ending at 6:15pm. Students assigned to FNS must have materials to work on and will not be allowed to sleep. Students will be given one 5 minute break to use the restroom.

In-School Suspension (the box): is defined as a period of time in which students will report to an ISS room rather than to their normal classes. The student’s assignments will be requested by the office and will be given to the student to work on during the period of the in-school suspension. Students will be allowed to leave the ISS room to use the restroom and get a drink. Lunch will be eaten in the ISS room. Students assigned to ISS will be allowed to participate in after school activities.

Out-of-School Suspension: is defined as a period of time that students are not allowed to attend school or school-sponsored activities. When a student is assigned out-of-school suspension, he/she will be required to complete the day reporting program for the number of days they have been assigned out-of-school suspension. Students recommended for expulsion will receive ten days out-of-school suspension.

Expulsion: is defined as a period of time (either the remainder of the current semester

or the following semester) that students are not allowed to attend school or any school-sponsored activities. If a student is expelled, he/she loses all academic credit for that semester and may not count that semester as attendance for graduation purposes. For students under the age of 18, expulsion also brings about the invalidation of their driver's license and revocation of work permit. Students recommended for expulsion will receive ten days out-of-school suspension pending the expulsion process.

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

DAY REPORTING PROGRAM

Instead of out-of-school suspension, Manchester Junior-Senior High School students will participate in the Wabash County Day Reporting Program. Day Reporting paperwork and guidelines will be delivered to parents in a timely fashion by a local law enforcement officer. This paperwork will include all of the student and parent/guardian responsibilities. As a part of the day reporting program the student and parent will be required to meet with the Judge of the Wabash County Circuit Court and the student will be required to attend the day reporting program for the number of days they are assigned. Failure to comply with the guidelines of the program may result in criminal action and/or expulsion from school.

GOALS OF THE PROGRAM

- To provide an alternative to the "dead time" of out of school suspension.
- To provide suspended students the opportunity to fill their time with positive alternatives.
- To help students accept responsibility for the actions that led to their suspension.
- To assist students in identifying strategies for precluding repeat suspensions.
- To help students formulate goals toward

productive lifestyles.

- To provide students an opportunity to give back to the community through community service projects.

DUE PROCESS RIGHTS

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

SUSPENSION FROM SCHOOL

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

EXPULSION FROM SCHOOL

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

NOTICE OF EXPULSION MEETING

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

APPEAL OF AN EXPUSION

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence

and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parent(s) may appeal the Board's decision to the appropriate court.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school administration. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

USE OF DOGS

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property. The dog may be allowed to examine school property such as lockers or items in a student's possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

RANDOM DRUG TESTING

A complete copy of the Manchester Community School Drug Testing procedure is available by request at the school office.

STATEMENT OF NEED AND PURPOSE

A program of deterrence will be instituted as a pro-active approach to a drug free school. Through driving or participation in extracurricular

activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, at it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

INTRODUCTION

The effective date of this program is August 1, 2003. This program does not affect the current policies, practices, or rights of Manchester Community School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Manchester Community School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Manchester Community School Corporation has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Manchester Community School Corporation as a safe and secure educational environment requires clear procedures and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

SCOPE

Participation in extracurricular activities is a privilege. These procedures apply to all

Manchester Community School Corporation students in grades 7-12 who wish to participate in extracurricular activities including but not limited to those listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.)
3. Extracurricular clubs or organizations. (Participants include, but are not limited to, FFA, National Honor Society, Student Council, Key Club, Art Club, Mentors, Spanish Club, Yearbook, Academic Teams.)
4. Drama (Participants include, but are not limited to any student participating in drama or musical productions.)
5. Student Drivers. (Any student who wishes to drive to school, from school or during school.)

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities or drives to or from school sign and return the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in nonparticipation and/or no issue of a student driving permit to school.

STUDENT RIGHTS OF EXPRESSION

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

- Material cannot be displayed or distributed if it: is obscene to minors, libelous, indecent, or vulgar, advertises any product or service not permitted to minors by law, intends to be insulting or harassing, intends to incite fighting, or presents a clear and present likelihood that, either because of its content

or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulation, or the commission of an unlawful act.

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

Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

SUBSTANCE ABUSE GUIDELINES, AND PROCEDURES

The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive means.

For the purpose of these guidelines, "drugs" shall mean: all dangerous controlled substances as so designated and prohibited by Indiana statute, all chemicals which release toxic vapors, all alcoholic beverages, tobacco and tobacco products, any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy, anabolic steroids, any "look-alike" substances, any other illegal substances so designated and prohibited by law.

The board prohibits the use, possession, concealment, or distribution of any drug or drug paraphernalia at any time on corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the corporation for educational purposes.

PROCEDURES FOR VIOLATIONS

These procedures apply to all students attending school or school-sponsored events (field trips, athletic events, etc.). Due process procedures

will be followed. The disposition of each offense listed will be imposed at the discretion of the building principal. Proper authorities will be notified.

PLAGIARISM AND CHEATING

Plagiarism is cheating, pure and simple. Using someone else's vocabulary, phrasing, sentence structure, even musical note combinations, means borrowing that person's originality. At Manchester Junior-Senior High School students are taught what plagiarism is; they are taught how to avoid it; they are warned not to engage in it; they are encouraged to consult a teacher when in doubt about whether their work is plagiarized. But it is the student's honesty that is at stake and, therefore, it is his or her final responsibility to make sure his or her work is not plagiarized.

Manchester Junior-Senior High School does all it can to stop plagiarism. Teachers and students have access to an online service called "Turn It In" which scans works submitted for plagiarized words or phrases. Plagiarism and other means of cheating including copying another student's assignment or academic work in any form will cause consequences for the students involved. Students who cheat or allow others to copy from their academic work will earn disciplinary consequences and will fail the entire assignment. Cheating or plagiarism will be written as a log entry.

DRESS AND APPEARANCE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety hazard will not be permitted. The appearance of our students impacts the impression the community and general public have of our student body. The responsible dress of the students reflects the community standards for appearance. Personal expression is permitted within these general guidelines. Manchester Junior-Senior High School Administration reserves the right to determine what is disruptive to the educational process. If a student's apparel is questioned, administration will determine the appropriateness of the garment(s).

Students are expected to follow the following guidelines:

1. Hats, hoods, bandanas (rag that can be worn in different styles on your head) and head coverings (other than those worn for religious reasons) are not to be worn in the building.
2. Soft-soled slippers may not be worn to school.
3. All shirts must have sleeves that cover shoulders, chests, stomach, and back.
4. All skirts, shorts, and dresses must be dollar bill length from knee on the student wearing them.
5. Shoes must be worn at all times.
6. Pants may not have holes above the knees even if students wear shorts or pants under them.
7. Racist, sexist, and gang-related symbols are not permitted to be worn or displayed.
8. Clothing advertising alcohol, tobacco, or illegal drugs, clothing with satanic emblems or inappropriate graphics or language, including but not limited to anything that is lewd, vulgar, indecent or offensive for school purposes is not permitted.
9. Suggestive, revealing, or clothing with visible bra and/or underwear is not permitted.
10. Coats are not to be worn in school.
11. Backpacks, bags, and purses are to be left in locker.
12. Pajamas are not to be worn in school.

Offenders will be sent to the office to change clothes. The time it takes to provide appropriate dress will be considered unexcused. Spirit week will involve special dress that may be in violation of the above stated guidelines

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

and other such groups. If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting, will be required to make changes in appearance before returning to the classroom, and disciplinary action will be taken.

■ ■ ■ ■ ■ SAFETY AND SECURITY

SAFETY AND SECURITY

All visitors must report to the office when they arrive.

All visitors are given and required to wear a Visitor's Identification Badge while they are in the building.

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

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

All outside doors are locked during the school day. Portions of the building that will not be needed after the regular school days are closed off.

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

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

ID BADGES

An important part of maintaining a safe and orderly environment at Manchester Junior-

Senior High School is student identification. After the recent national events, we are especially concerned about the safety and welfare of all students and staff in our buildings.

Each student will wear and display a school-issued picture identification badge with a lanyard around their neck while in the building. All staff members will also wear a similar ID badge while in the building. Students and staff may wear their own lanyard as long as all graphics and slogans are school appropriate.

Every day at the beginning of first period, teachers will check to make sure everyone is wearing an ID badge. At the end of each school day, students are advised to keep their ID badge in their locked locker until the next school day. Student ID badges have no use or purpose outside of Manchester Junior-Senior High School. Students are not to be in possession of or displaying other students' ID badge.

When a student forgets to wear his/her ID badge, a temporary badge will be issued for that school day at no charge (*up to 2 times per semester*). After that a new badge must be purchased. If a student is unable to purchase an ID, they will receive a detention. Any subsequent lost ID will result in a Friday Night School.

If the badge is lost or damaged (as determined by the school), a replacement must be purchased. Each badge costs \$3.00 and lanyards cost \$2.00. If the student is unable to pay for the badge at the time a replacement is issued, the student will be billed for the replacement costs.

The front of the badge is not to be modified from its original form. The badge is to be shown outside of the student's clothing and visible at all times. At no time during the school day should the badge be removed or tucked beneath garments. Exceptions to this expectation are those classes that require the use of machinery or certain physical activities.

STUDENT FEES AND CHARGES

Manchester Junior-Senior High School charges specific fees for some activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on

fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be charged for excessive wear and abuse of the property and equipment. The charge will be used to pay for the damage, not to make a profit.

Late fees can be avoided when students return borrowed materials promptly. Parents are financially responsible for books, rental fees and any charges the school may assess, including but not limited to lost books, cafeteria fees, library books, extracurricular activities, fund raisings and tuition. Parents shall also be responsible for all reasonable costs of the collection of this account, which may include but is not limited to late fees, client collection fees, collection agency fees, reasonable attorney fees and court costs on any outstanding balance. Failure to pay fees will result in the charges being turned over to a collection agency.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. Students may bring ear buds or headphones, but the school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

VISITORS

Personal visitors are not permitted on a regular basis and are never permitted to visit a classroom. If it is necessary for someone to see you during the school day, he/she must come to the office to make that request.

The administration may make special exceptions to this rule on a limited basis for former students like foreign exchange students or potential enrollees.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use. NO STUDENTS are allowed to operate a golf cart without administrative permission.

LOCKERS

Lockers are property of the school corporation and students should presume to have no expectation of privacy in that locker or its contents.

Student lockers are assigned at the time of registration. Students are not to change lockers without permission. Students are not allowed to share lockers or locker combinations.. Lockers are to be kept closed and locked. Locks and lockers are not to be jammed open. Defacement of lockers in any manner is prohibited. Any damage will be dealt with as an act of vandalism. Locker problems should be reported to the office immediately. No glass containers should be stored in lockers.

LOST AND FOUND

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

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal. Violations of this policy may lead to disciplinary action.

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GANGS AND GANG ACTIVITY
Policy 4200

The Board of School Trustees of the Manchester Community Schools Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

- (1) either:
 - a. promotes, sponsors or assists in; or
 - b. participates in; or
- (2) requires as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

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

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the school principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offences and consider both the development ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the school corporation

procedures is immune from cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but no later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings, of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension and expulsion.

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

As appropriate to the investigation findings the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to

reflect current trends in gang and gang-like activity.

2. Culturally and/ or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed on internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services within the school corporation.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.

2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.

3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.

4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) program into curricula.

Legal Reference : IC 20-26-18, IC 20-33-9-10.5, IC 35-45-9-1



ATHLETIC ELIGIBILITY

Students in grade 7-12 must be passing 5 out of 7 classes each grading period to be eligible to participate in athletic events. Students will become eligible or ineligible the Monday after grades are mailed each grading period. Students must attend school from 8:15-3:20 to participate in the athletic event on that school day.

ATHLETIC CODE OF CONDUCT

Statement

The following MJSHS athletic rules are in accordance with the Indiana High School Athletic Association By-Laws as stated below:

The conduct of participants in athletics at MJSHS, in or out of school, year-round, shall be such as: 1) not to reflect discredit upon our school, 2) not to create a disruptive influence on the discipline and educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE CODE OF CONDUCT

The principal shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/guardians and athletes are required to sign the acknowledgment stating they understand the Code and the athlete is subject to disciplinary action should he/she violate the Code.

An alleged violation of the Code shall be reported first to the Principal and then be followed by an investigation by any of the following: coach, athletic director, assistant principal, principal or his/her designee. Alleged violations which are more than one (1) year old will not be investigated or subject the athlete to penalty.

The Code will be enforced 24/7 for 365 days,

not just on MCS property. An athlete is under the jurisdiction of the Code upon the athlete's promotion from the 6th and 8th grade (The day the 2nd semester grade cards are mailed).

ATHLETIC COUNCIL

The athletic council is comprised of the principal, athletic director, and the coach of the sport of the athlete in question. The athletic council exists to hear appeals from athletes from athletes of decisions of exclusion by the coach and/or athletic department. Recommendations, differing from the already imposed consequences, may or may not be made. Following the hearing the parent(s) or guardian will be notified within five (5) days by the principal or his/her designee of the council's decision. The council may accept, reduce or overturn the exclusion decision but may not invoke a more severe penalty.

APPEALS/HEARING

An athlete and his/her parent(s) or guardian has the right to a hearing on an exclusion by so notifying the principal in writing within five (5) school days after the exclusion decision. The right of appeal is forfeited if not requested within this five day limit.

The purpose of the appeal hearing is to inquire into the athlete's alleged violation and to allow the athlete and parent(s) or guardian to present evidence on the student's behalf. The appeal is to determine whether or not the accused student has forfeited his/her privilege to participate in athletics. The process has no legal implication or requirements.

RULES OF THE CODE OF CONDUCT

The following rules are specific examples of conduct that would violate the Code set forth above. Conduct that is not covered by these examples but that violates the principles of the Code is subject to disciplinary measures.

Rule 1: Athletes shall not knowingly engage in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substances, stimulants, inhalants or being under the influence of any of the above; or possession of drug paraphernalia on MCS property. Use of a controlled substance in the manner prescribed

for the student by the student's physician is not a violation. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Students in violation of this rule are subject to immediate confiscation of the substance and disciplinary consequences.

Athletes shall not knowingly engage in selling, using, possessing, dispensing or being under the influence of an imitation-controlled (look-alike) substance, container or device represented to be alcohol, narcotics, drugs, controlled substances or an inhalant. Athletes seen in possession or using electronic cigarette device or other look-alike substances on school grounds or at school events on or off campus will be subject to immediate confiscation of the electronic cigarette and/or substances.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 50% of the contests for such team or squad. The student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared with the school about the student's progress. A student must also test negative for the above mentioned substances in a "follow up" drug test prior to regaining athletic eligibility. Practice for an athlete who is under suspension is at the discretion of the coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 2: Felonies, misdemeanors, acts of delinquency or status offenses. An athlete who commits a criminal or status offense (other than traffic violations) as determined by legal authorities or by the school administration shall be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach. If the offense is at the level

of a felony. The student-athlete will be suspended from athletic participation for one (1) calendar year (12 months) from the day the violation is confirmed.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 3: Athletes shall not commit school related acts of disrespect/conduct unbecoming of an athlete, vandalism and/or theft.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Suspension from participation in athletics for one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 4: Any athlete who is in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already established school rules. If an athlete is suspended out-of-school for any reason he/she will be ineligible for all contests during the term of his/her suspension. Practice is at the discretion of the coach for any in-school suspended athlete. Out-of-school suspension athletes cannot practice during the suspension time.

Rule 5: Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, athletes are expected to leave social events immediately where there is illegal use of chemical substances, alcohol or tobacco. Failure to do so implies guilt and violators will be subject to athletic suspension.

1st Offense: Automatically suspended from participation in athletic contests and from the team or squad in which the student is participating for 10% of the contests for such team or squad, with practice at the discretion of each coach.

2nd and Subsequent Offenses: Automatically

suspended from participation in athletic contests and from the team or squad in which the student is participating for 25% of the contests for such team or squad, with practice at the discretion of each coach.

Rule 6: Each athletic team must establish team rules for the betterment of the team. These rules can be in excess of the Code of Conduct rules, but cannot replace the Code. Team rules are in effect once the coach has presented them, in writing, to the team and the parents.

SELF-REPORTING

If an athlete violates one of the above rules, and they report themselves to the administration, a recommendation will be made to the athletic council to reduce the suspension by 20% of the original suspension. (Example: A 50% suspension would then be a 40% suspension, a 25% suspension would then be a 20% suspension, a 10% suspension would then be an 8% suspension.) The report must be made on the next business day following the violation and all the details of the violation must be presented. If the incident is falsely represented, the original suspension will be put in place and additional discipline may be pursued.

Note: Once during his/her junior high and once during his/her high school career an athlete may seek assistance with a substance abuse issue without athletic penalty. The self-referral must be made prior to being caught or investigated for a substance abuse violation. The self-referral must also be made before a student's name is drawn for a random drug test. After referring oneself to an administrator or coach, the student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared to the school about the student's progress.

ATHLETIC SEASON DEFINED

The athletic season commences with the first practice and ends with the final contest for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession (i.e. season schedule and state series, in order of competition).

LETTER JACKET POLICY

Once a student earns 30 points with at least 1 varsity letter based on the current system, they may receive their jacket.

Once a student-athlete earns a varsity letter, they may purchase a jacket at full cost. This amount will not be refunded at any time. A student who earns a letter in band or choir may purchase a jacket at full price. A foreign exchange student who participates in at least two seasons may purchase their jacket for half price.

FORFEITURE OF AWARDS

If an athlete does not finish a season in good standing (athletically eligible for the final game or contest) the athlete will forfeit all letters and awards for that sport season.

CARRY-OVER SUSPENSION

If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry over until the suspension is fulfilled. This includes their next sport or the same sport next year (i.e. if the suspension is for two football games with only one remaining, the athlete must also miss his first basketball game until the suspension has been served). If a typically one-sport athlete elects to participate in a new sport in order to serve a suspension, he/she will be required to complete the season in good standing in order to fulfill the suspension.

COMPLETING A SUSPENSION

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team or squad. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. The coach at his/her discretion may excuse an athlete from this requirement if circumstances dictate.

PERFORMANCE ENHANCING SUBSTANCES

Manchester Community Schools does not support or condone in anyway the use of performance or physique enhancing drugs or stimulants by students. All of these products are banned from Manchester Community Schools' facilities and grounds.



EXTRA-CURRICULAR/CO-CURRICULAR

SCHOOL SPONSORED CLUBS AND ACTIVITIES

Student organizations have an important place in the educational program of our schools because, when properly organized and operated, they:

1. Extend and reinforce the instructional program.
2. Give students pr actice in democratic self-government.
3. Build student morale and spirit of positive support for the school.
4. Honor outstanding student achievement.
5. Provide wholesome social and recreational activities.

To guide the professional staff and students in organization, the Board sets forth the following policy guides:

1. School clubs and societies will be recognized as authorized school organizations if they are organized by the school system; sponsored by school personnel; composed completely by current student body members; hold all of their meetings at school; have an approved plan for the selection of members; and establish aims which are educational and are of school and or community interest. Outside of school and exclusive clubs and gangs are prohibited throughout Manchester Community Schools.
2. Activities that are contrary to the best interests of the school and reflect negatively on the reputation of the school include, but are not

limited to the following:

- a. Initiation and hazing on or off the school grounds or at school-sponsored events;
- b. Wearing of other than school approved jackets, insignia, emblems, or other signs of group identification on or about school building or at school-sponsored events; This includes clothing as it relates to gang membership, satanic symbolism, or other signs of group identification that cause disruption to the educational process.
- c. Conducting activities that conflict with school-sponsored events or with the proper functioning of regular school programs.
- d. Indulging in group functions that violate town ordinances or state laws.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

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

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate. No non-corporation sponsored organization may use the name of the school or school mascot.

EXTRA-CURRICULAR/CO-CURRICULAR ELIGIBILITY

Students in grades 7-12 must be passing 5 out of 7 classes each grading period to be eligible to participate in ECA events. Students will become eligible or ineligible the Monday after grades are mailed each grading period. Students must attend school from 8:15-3:20 to participate.

CONFLICT OF PARTICIPATION

In the case of a conflict between two school-sponsored activities or sports, the student must notify the teachers/coaches involved as soon as the student becomes aware of the conflict. If it is not possible for the student to participate in all events, the student shall attend the event that takes highest priority in this order: 1)state level, 2)regional level, 3)state qualifying event, 4) conference Level, 5)regular performance/game, and 6)practice/rehearsal. If the two events are of equal importance, (i.e. two performances/games or two rehearsals/practices), the student is permitted to choose between the two events, without penalty to their grade or status on the team. The student is required to notify the teachers/ coaches involved of their choice well in advance of the event.

CODE OF CONDUCT

Manchester Junior-Senior High School students are expected to exemplify qualities of conduct that represent high standards of personal, school and community behavioral expectations. These rules apply to all students who participate in clubs, organization, music groups, drama groups, intramural teams, students who are elected or appointed to positions such as class officer, student council, king/queen candidates, etc. The rules are in effect 24/7 for 365 days not just on MCS property, for as long as a student is enrolled at Manchester Junior-Senior High School.

EXTRA-CURRICULAR/CO-CURRICULAR COUNCIL

The extra-curricular/co-curricular council is comprised of the principal, assistant principal, and the sponsor(s) of the ECA in question.

RULES OF THE CODE OF CONDUCT

The following rules are specific examples of conduct that would violate the extra-curricular/co-curricular code set forth above. Conduct that is not covered by these specific examples but that violates the principles of the Code is subject to disciplinary measures. The length of suspension listed is a guideline and may be changed at the discretion of the administration to reflect differences in activities. Special exceptions may be made to the suspension

rules for activities that are linked to class grades and credits.

Rule 1: Extra-curricular/co-curricular participants shall not knowingly engage in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substances, stimulants, inhalants or being under the influence of any of the above; or possession of drug paraphernalia on MCS property. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Students in violation of this rule are subject to immediate confiscation of the substance and disciplinary consequences.

1st Offense: Automatically suspended from participation in extra-curricular/co-curricular events for the next 45 school days. The student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared with the school about the student's progress. A student must also test negative for the above mentioned substances in a "follow up" drug test prior to regaining athletic eligibility.

2nd and Susequent Offenses: Suspension from participation in extra-curricular/co-curricular activities for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 2: Felonies, misdemeanors, acts of delinquency or status offenses. An extra-curricular/co-curricular participant who commits a criminal or status offense (other than traffic violations) as determined by legal authorities or by the school administration shall be subject to extra-curricular/co-curricular suspension.

1st Offense: Automatically suspended from participation in extra-curricular/co-curricular events for the next 45 school days. If the offense is at the level of a felony. The participant will be suspended from extra-curricular/co-curricular participation for one (1) calendar year (12 months) from the day the violation is confirmed.

2nd and Subsequent Offenses: Suspension from participation in extra-curricular/co-curricular activities for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 3: Extra-curricular/co-Curricular participants shall not commit school related acts of disrespect/conduct unbecoming of a MJSHS student, vandalism and/or theft.

1st Offense: Automatically suspended from participation in extra-curricular/co-curricular events for the next 45 school days.

2nd and Subsequent Offenses: Suspension from participation in extra-curricular/co-curricular activities for a minimum of one (1) calendar year (12 months) from the day the infraction is confirmed.

Rule 4: Any extra-curricular/co-curricular participant who is in violation of school rules such as truancy, suspension, classroom disruption or other punishable acts will be disciplined by the already established school rules. If a participant is suspended out-of-school for any reason he/she will be ineligible for all ECA events during the term of his/her suspension. Out-of-school suspension participants cannot participate in ECA events during the suspension time.

Rule 5: Attendance at social events (parties, dances, etc.) is up to the athlete and parents. However, extra-curricular/co-curricular participants are expected to leave social events immediately where there is illegal use of chemical substances, alcohol or tobacco. Failure to do so implies guilt and violators will be subject to extra-curricular/co-curricular suspension.

1st and Subsequent Offenses: Automatically suspended from participation in extra-curricular/co-curricular events for the next 45 school days.

SELF-REPORTING

If an extra-curricular/co-curricular participant violates one of the above rules, and they report themselves to the administration, a recommendation will be made to the ECA council to reduce the suspension by 20% of

the original suspension. (Example: 20% off of a 45-day suspension would result in a 36 day suspension.) The report must be made on the next business day following the violation and all the details of the violation must be presented. If the incident is falsely represented, the original suspension will be put in place and additional discipline may be pursued.

Note: Once during his/her junior high and once during his/her high school career an extra-curricular/co-curricular participant may seek assistance with a substance abuse issue without ECA penalty. The self-referral must be made prior to being caught or investigated for a substance abuse violation. The self-referral must also be made before a student's name is drawn for a random drug test. After referring oneself to an administrator or coach, the student must complete a substance abuse program through a certified substance abuse treatment agency. A release of information form must be signed allowing information to be shared to the school about the student's progress.

DEFINITION OF TERMS

Participant: Being a member of a club, organization, music group, drama group, or intramural team. Being elected or appointed to positions such as class officer, student council, king/queen candidate etc.

Extra-curricular: Those school-sponsored activities that are not directly linked to credit for a class.

Co-curricular: Those school-sponsored activities that are directly linked to credit for a class.

DETERMINATION OF PENALTIES

All penalties will be assessed by the principal after investigation of the incident by the extra-curricular/co-curricular sponsor(s) and the assistant principal. When a consequence is assessed, the participant, his/her parents, and all extra-curricular/co-curricular sponsors involved will be notified.

Each sponsor may establish additional regulations appropriate to that organization. Each participant must receive a copy of those regulations, and a copy will be on file in the office.

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TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for all students. The bus schedule and route is available by contacting the central office. Students will ride only assigned school buses and will board and depart from the bus assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

BUS CONDUCT

School bus drivers are responsible for all the students on their bus as they are transported to and from school. The driver must keep order and maintain discipline among the students while in the bus or along the route, must treat all students in a civil manner, must see that no student is imposed upon or mistreated while in the driver's charge, and must exercise every care for the safety of the students under the driver's charge. School bus drivers must make sure that the following regulations are observed by all passengers, and may have additional rules for the individual bus.

NOTE: Administrative decisions often include the exercise of discretion. The role of an administrator is to make a judgement taking into account all relevant information. Administration must use discretionary powers in good faith and for a proper and intended purpose. This being said there may be times when administration has to use best discretion when working through student discipline situations.

LEVEL I (Least Severe)

- 1st Offense: Student is issued an official warning.
- 2nd Offense Student receives a detention.
- 3rd Offense: Student receives a FNS.
- 4th Offense: Student receives 2 FNS.
- 5th Offense: Student is removed from all school buses for 1-5 days.

- Disruption to the safe atmosphere of the bus
- Disrespect toward another student

- Public display of affection
- Possession/Use of distracting toys, including water toys

LEVEL II (More Severe)

- 1st Offense: Student receives (FNS)
- 2nd Offense: Student is removed from all school buses for (3-5 days)
- 3rd Offense: Student is removed from all school buses for (5-10 days)
- 4th Offense: Student is removed from all school buses (10-15 days)

- Disrespect toward the bus driver; refusing direct instruction or reacting in a disrespectful manner.
- Threatening/intimidating/harassing (including sexual and racial) another student (Life threatening offenses will be treated at Level I)
- Vandalizing/stealing school property or another student's private property (restitution pursued)

LEVEL III (Most Severe)

- 1st Offense: Refer to regular discipline plan (results in school and bus suspension).

- Intentionally attempting to threaten or do bodily harm to a bus driver or staff member
- Possession of a weapon, explosives, fireworks, etc.
- Possession/use/under the influence of illegal drugs (including alcohol and tobacco)
- Vandalizing/stealing the private property of a bus driver or staff member
- Fighting or intentionally attempting to do bodily harm to another student

NOTE TO PARENTS: If a bus suspension occurs, arrangements must be made for the student to be in attendance in school. Furthermore, arrangements must be made for the student to be dropped off no earlier than 15 minutes before school begins and to be picked up no later than 15 minutes after school has been dismissed. Certain behaviors, depending on severity, can result in immediate loss of bus riding privileges and/or consequences normally assigned at a higher offense level. In addition, any consequence assigned at the end of one school year and not able to be completed in that year will be carried over to the next school year.

VIDEOTAPES ON SCHOOL BUSES

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law. Images on these video tapes are considered directory information.

SELF-TRANSPORTATION TO SCHOOL

Manchester Community Schools provides bus transportation for all eligible students. The use of a personal car for transportation to and from school is a privilege granted to those students who demonstrate self-discipline and maturity by conducting themselves in accordance with the following

1. All students parking in the student parking lot must have a valid parking pass clearly displayed on their car. Students may purchase a parking permit for \$10.00 in the school office and register their cars. Failure to follow this policy will result in a Friday Night School (FNS) and the vehicle without a current permit may be towed away at the owner's expense.
2. All students driving to school must have a signed drug testing consent form on file with the school office.
3. All student cars are to be parked in the parking lot east of the school. Students driving to school must park on school property and not on surrounding public parking areas. Failure to follow this procedure will result in a Friday Night School (FNS) and the vehicle may be towed away at the owner's expense.
4. Students must park their cars and come into the building immediately upon entering the school grounds. Students are encouraged to lock their cars.

5. Cars are to be parked between yellow lines in designated parking spaces. No car should be parked in such a way as to block another car's entrance or exit.

6. Students are to exit the parking lot at the end of the their school day by way of the east (Market Street) or north (College Avenue) exits. The south and west entrances are not to be used for this purpose.

7. The Manchester Police Department has jurisdiction over all access routes to the high school as well as Squire Drive. A 15 mph speed limit is in effect on all school grounds. Excessive or unsafe speeds will not be tolerated.



SQUIRE ACADEMY

ALTERNATIVE EDUCATIONAL OPPORTUNITY

The Squire Academy is located in the Manchester Administrative Office/Junior High building. Students must complete an application process to enroll in this program. For more information please contact Mrs. Dorey Mobley, Director of Squire Academy.

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BOARD
APPROVED
JULY 2017