

# STUDENT HANDBOOK 2023-2024



***McCutcheon High School***

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## **SCHOOL MASCOT**

Maverick

## **SCHOOL COLORS**

Cardinal Red and Bright Gold

## **SCHOOL SONG**

“Cardinal Red and Gold”

On to fame McCutcheon Mavericks  
our pride will never die.  
Charging forth, almighty Mavericks  
the Spirit's on our side.  
Fighting ever, quitting never,  
our colors flying high.  
So fight, fight, fight McCutcheon High  
our Cardinal Red and Gold.

On to fame McCutcheon Mavericks,  
for honor we will stand.  
Conquer now, victorious Mavericks,  
bring glory to our name.  
On our way, McCutcheon Mavericks,  
the time is drawing near.  
So fight, fight, fight McCutcheon High  
our Cardinal Red and Gold.

New/different issues develop each school year. Consequences for some of these issues do not appear in the handbook at the time of printing; hence, the administration will make the appropriate decisions after discussion with department heads and senior leadership group.

**TIPPECANOE SCHOOL CORPORATION ADMINISTRATION**

- Dr. Scott Hanback.....Superintendent
- Mr. Doug Allison.....Assistant Superintendent for Personnel
- Mr. Kirk Booe.....Assistant Superintendent for Secondary Instruction
- Dr. Christy Fraley .....Assistant Superintendent for Elementary Instruction
- Dr. BeAnn Younker.....Director of Student Services
- Ms. Amanda Brackett .....Chief Financial Officer
- Mr. Devin Arms .....Director of Technology
- Mrs. Miranda Hutcheson .....Director of Career and Technical Education
- Mr. Steve Tobias.....Director of Building and Grounds
- Mr. Chris Bearden .....Director of Transportation
- Ms. Lori Shofroth .....Director of Nutrition Services
- Ms. Krystal Zahn .....Head Nurse

**BOARD OF SCHOOL TRUSTEES**

- Mr. Brian DeFreese – Board President
- Mr. Joshua Loggins – Board Vice President
- Mrs. Julia Cummings – Board Secretary
- Mr. Brad Anderson – Member
- Mr. Jacob Burton – Member
- Ms. Holly Keckler – Member
- Mr. William Sondgerath – Member

**McCUTCHEON HIGH SCHOOL ADMINISTRATION**

- Gloria Grigsby.....Principal
- Doug Nelson .....Assistant Principal / Attendance
- Adam Reese.....Assistant Principal / Dean of Students
- Ryan Walden.....Assistant Principal / Athletic Director
- Adam Welchans .....Assistant Principal / Director of Student Services

**TIPPECANOE SCHOOL CORPORATION MISSION STATEMENT**

Based upon the highest professional standards, the Tippecanoe School Corporation will strive to educate our students to reach their academic potential in an environment that encourages confidence, competence and a desire for learning.

## McCUTCHEON HIGH SCHOOL MISSION STATEMENT

The McCutcheon High School staff, working cooperatively with the community, will challenge all students to develop their minds through academic excellence, their hearts through respect for self and others, and their spirits through pride in achievement in order to contribute positively to a diverse and global society.

**\*\*COVID 19\*\***

**PLEASE NOTE THAT DUE TO THE ONGOING PANDEMIC, ANY SPECIAL MODIFICATIONS RELATING TO THE TSC COVID 19 PLAN WILL TEMPORARILY SUPERSEDE THE HANDBOOK. BE SURE TO FOLLOW TSC COMMUNICATIONS REGARDING ATTENDANCE, ILLNESS, AND SCHOOL SAFETY MEASURES UNTIL FURTHER NOTICE.**

### GRADING

The Board has a responsibility for providing a system of grading student achievement that can help the student, teachers, and parents determine properly how well the student is achieving the goals of the Corporation's program.

In 1995, a uniform grading scale was developed by a committee of teachers, parents and students representing both high schools. The following scale was adopted and approved.

- A = 90 to 100%
- B = 80 to 89%
- C = 70 to 79%
- D = 60 to 69%
- F = 59% and below

### INCOMPLETE GRADES

If a student has an incomplete grade for a nine weeks or a semester course, it is the student's responsibility to see that the incomplete grade is removed. If an incomplete grade is received, the work must be made up within two weeks or the incomplete will be changed to an F, unless other arrangements have been made with the instructor of the course.

### PROGRESS REPORTS

Parents may obtain a current report on student progress by logging on to the Parent Portal found at <http://tscschools.net>. If you need help accessing this information please contact the Guidance Office.

### HONOR ROLL

**WALL OF FAME:** A student must take at least six classes and receive six A's. If taking seven classes, the student must receive at least six A's and one B.

**HONOR ROLL:** A student must take at least six classes and earn a GPA of 3.000 with all A's and B's.

## GPA

1. Grade Point Index (G.P.I.) –Each student will have a grade point index computed as follows:

$$A = 4.00 \quad B = 3.00 \quad C = 2.00 \quad D = 1.00 \quad F = 0.00$$

The numerical values for each grade are totaled and divided by the number of credits for that semester.

Example:	English	A (4)	1 credit
	U. S. History	B (3)	1 credit
	Spanish	C (2)	1 credit
	Chemistry I	B (3)	1 credit
	Algebra II	D (1)	<u>1 credit</u>
		13	5 credits

$$13 \text{ Grade Points } 13/5 = 2.60 \text{ G.P.I.}$$

2. All grades are counted which give credit toward graduation.
3. Pass-Fail grades (F) are not averaged in the index.
4. Final senior standing shall include eight semesters.
5. No pluses or minuses are to be used on permanent records.

## CLASS STANDINGS

The Valedictorian is the first ranked senior or seniors at the end of eight semesters. A student must be eligible for an Academic Honors Diploma with Distinction in order to be considered a valedictorian.

## SEMESTER EXAMS

End of semester assessments will be given in all classes. The test schedule will be developed by the principal. Semester exam grades will appear on the report card at the end of each semester.

## STUDENT SERVICES DEPARTMENT

The purpose of the student services department is to assist students in arriving at wise decisions and plans concerning themselves, their education, and their careers by providing them with information that will enable them to make appropriate choices, both now and in the future. Teachers, counselors, and administrators will work together to carry out this purpose.

Education and career planning is accomplished by the school counselor and student assessing how interests, aptitudes, and abilities interact in the individual's future plans. The counselors provide various activities and a wealth of information concerning opportunities for post-high school education. Assistance in college planning, selection of school, application for admission, and application for financial aid are also available.

## SCHOLARSHIPS

The Scholarship Information Book is now available on the Internet and can be accessed at any time – updates are made periodically. The address is <http://mhs.tsc.k12.in.us/>.

It is the student's responsibility to follow all directions relating to a particular scholarship's submission. The school does not mail individual scholarships unless the scholarship directions stipulate that the school will do so; in the majority of cases, the student is responsible for the mailing.

Seniors should be aware of deadlines. If a counselor or administrator letter of recommendation is needed, please inform the individual ahead of time. It is difficult to prepare a well-constructed letter with an immediate deadline. It should be remembered that neatness counts; students should take care to prepare forms that are typed or printed with all required areas completed.

### **PERMANENT RECORDS AND TRANSCRIPTS**

The student's permanent record is kept at the school by the school personnel. Any student or parent who desires to see the records may do so by asking the Guidance Department or assigned counselor to review their transcript with them. Transcripts of records can be supplied to the student or any other person upon the written request by the parent if the student is under 18 years of age. A student may make his own written request for a record if he or she is 18 years of age or older. A transcript will not be sent from the school to any destination until a request in writing is on file at the school.

### **SUMMER SCHOOL**

The Tippecanoe School Corporation provides a variety of choices for its summer school offerings. Students may register for summer school during the 2<sup>nd</sup> semester of the previous school year. Offered courses change depending on student interest and registration. Students should consult with school personnel in January for a list of potential summer school courses, registration information, and necessary forms. Students who do not register and make payment by the April deadline will not be considered for summer school. Summer school students are only permitted TWO absences of any kind before loss of credit in a summer school class. 2 tardies = one absence in summer school.

### **SEVEN SEMESTER (MIDTERM) GRADUATES**

It is possible for a student to graduate from high school in seven semesters without a special waiver from the Superintendent of Schools. Careful consideration should be given to this decision with full employment or further schooling as possible reasons for such a request.

Students eligible to be seven semester graduates will participate in a January commencement, where they will receive their diploma. They will not participate in the May graduation exercise.

If a student wishes to graduate in seven semesters, the following criteria apply:

- A. All requirements for graduation must be completed by the end of the seventh semester.
- B. The appropriate form must be completed and signed by his or her parents and counselor and be approved by the principal by November 15 (in the seventh semester).
- C. A parent or guardian must write a letter of approval to the principal concerning the reasons for the seven semester request by November 15 of the seventh semester.
- D. All obligations must be taken care of before leaving school at the end of the seventh semester.
- E. The request must be approved by the principal by the November 15 deadline to become effective.

### **AUDITING CLASSES**

It is recognized that a student may want to take a class without receiving credit or a grade. The audit is typically taken in a course that a senior needs for future educational or career plans but does not desire any additional credit. The following criteria apply to the auditing of a class:

- A. The auditing privilege is for seniors only.

- B. The teacher of an auditing student has the right to drop the student from the class roster if he or she does not complete assignments in a timely manner.
- C. The audit must be approved by the teacher, counselor, and principal on the appropriate form one week prior to the start of any such class.
- D. Once an audit class is approved, it cannot later be changed to a credit class.
- E. Each student may audit only one class at a time.

### **SCHEDULE CHANGES**

Students should make every effort to request courses they want or need at the time of registration. This is very important because sections of courses are offered and teachers are scheduled based upon these student requests. Occasionally, however, a student or parent may reconsider a course selection. If a student wishes to drop one of these requested courses and replace it with another selection, he/she must follow the procedure outlined below.

**PLEASE UNDERSTAND THAT COURSE CHANGES CANNOT BE GRANTED BASED ON TEACHER PREFERENCE, LUNCH PREFERENCE, FRIENDS' SCHEDULES, OR CONVENIENCE.**

1. All students are expected to carry a full class load consisting of either seven classes or six classes and one study or travel period. Requests for exceptions due to hardship or medical restriction may be addressed to the principal. Students carrying less than full load will be considered for alternative placement.
2. Students may request a schedule change before the semester begins or until the end of the 5<sup>th</sup> full day of the semester. Students may not add a class after the 5<sup>th</sup> full day. Students who elect to drop a class after the 5<sup>th</sup> full day of the semester must have the approval of the Principal or designee and, except in extenuating circumstances, will be removed with the grade WF (withdraw-fail).
3. Students may request a level change within a subject area. The deadline for level changes is at the end of the 15<sup>th</sup> day of the semester.
4. Any student who has 7 credited classes scheduled may drop 1 class for a study hall without a W/F before the end of the 1<sup>st</sup> 9 weeks of a semester.
5. The State of Indiana and TSC have required certain courses for high school graduation. They are listed in the curriculum guide. Some of these courses are required at a certain grade level. (For example, juniors take U. S. History, freshmen take P.E., sophomores take Speech, etc.) Students will not be allowed to drop these courses which are required for graduation or which are required at a certain grade level without administrative approval.
6. Students who request a schedule change should present their counselor with a note signed by the student's parent or guardian explaining 1) why the schedule will benefit the student and 2) specifically what schedule change is desired.
7. When the counselor receives the note, he/she will check the current enrollment in the classes affected by the change. Changes will only be made which enhance class balance. For example, if a student wishes to move from a class of 28 to a class of 18, the change would enhance class balance and could be made. This move, however, should not adversely affect the balance of other classes in which the student is enrolled. Under no circumstances will classes be overloaded.
8. Completely re-arranging student schedules rarely works. Students should plan to replace the class they choose to drop with a different class that is offered during the same time slot as the class they are dropping or during the student's current study hall.

## INTERDISCIPLINARY COOPERATIVE EXPERIENCE (ICE)

McCutcheon High School's ICE programs are the work programs available to senior level students. Following are some of the basic expectations for students enrolled in these programs.

### Students must adhere to the following restrictions:

1. An Internship is one full school year of employment with the same employer. Students are encouraged to stay in the same position for the duration of the program or for the school year. Should a change of employment be necessary, the approval of the program coordinator is required.
2. Students will work an average of 15 hours per week and will keep an accurate and timely record of hours worked and work experiences in a manner specified by their program coordinator.
3. Students who lose their job through their own fault (quit, fired, absenteeism, violation of company policy, poor performance, etc.) may be removed from the program, including the related class. They will remain at school until the end of the regular school day.
4. When a student is absent from school, he/she cannot work that day unless they have PRIOR permission from the program coordinator or school administration.
5. Students must leave the building during the passing period following their last class. If their last class is 5<sup>th</sup> period, they may choose to stay for first lunch, but must stay for the entire first lunch period and they must stay for lunch every day throughout the semester.
6. Students who are required to serve an in house suspension will serve the suspension until the end of the regular school day. If the student is to serve detention, that detention will be served at the end of their school day. If the student is scheduled for a detention and the detention interferes with the work assignment, the program coordinator must be notified and the student must make arrangements with their employer.
7. Students who receive out of school suspension will not be permitted to work on school days during that suspension. If the student is scheduled to work on any of those days, the program coordinator must be notified and the student must make arrangements with their employer.

**\*\*\*For additional rules specific to the ICE program, please contact the program coordinator at McCutcheon.**

## HOMEWORK

Students should expect to be assigned homework at some time in almost every course and should plan time for its completion. In many cases, homework grades are considered as a percentage of the overall grade for the course. The TSC School Board has stated that homework should be planned so that it serves as an extension of the classwork which is related to the objectives of the curriculum presently being studied and that the amount or volume should vary according to age, cognitive style, physical needs and interests of the student, and the teacher's discretion.

## PLAGIARISM

Plagiarism, as defined by the *Random House Dictionary*, is "to steal (the language, ideas, or thoughts) from (another) representing them as one's own original work." Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism; that is, theft. It is also cheating. Plagiarism is not tolerated at McCutcheon High School. Thus, the penalties for plagiarism are both disciplinary and academic and they progress in severity.

### There are several kinds of plagiarism:

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including *a*, *an*, and *the*, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.

3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (*e.g.*, making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher and/or consult the *MLA Handbook* or visit the Purdue Online Writing Lab (OWL) website at <http://owl.english.purdue.edu>.

#### **Penalties:**

The classroom teacher will impose an academic penalty for plagiarism. The **first offense** is zero credit for the assignment. A **second offense** results in a grade of 59% for the nine weeks unless the grade is lower than that due to other circumstances (ex: A student with a 79% plagiarizes for the second time; they receive a grade of 59% for the quarter. A student with a 19% plagiarizes for the second time; they receive a grade of 19% for the quarter); a **third offense** results in a loss of credit for the semester in which the third offense occurs.

### **WITHDRAWAL FROM SCHOOL/EXIT INTERVIEWS**

Anytime a student wishes to leave McCutcheon without transferring to a full time accredited high school or post-secondary institution, an exit interview **must** be held. This is required by the Indiana Department of Education. The parent or guardian must call the principal and arrange a mutually agreeable time when student, parent and principal may meet to discuss all viable options.

### **TRANSFER**

If a student's parent or guardian moves outside the McCutcheon district, that student will need to transfer to the school that serves the district in which the parent will reside. (For more detailed information, contact the school office.) The student's parent or guardian should contact the guidance office at least two days before the student's last day of attendance. The student will need to carry a withdrawal sheet to each teacher, return all textbooks and library materials, and pay any outstanding fees on the last day of attendance.

### **BOOK RENTAL**

Fees for textbook rental are due on August 1<sup>st</sup> of the upcoming school year. Registration information should be accessed by going to the school website. **Payments are to be made online.** Applications are available online for families with limited resources who may need textbook assistance. These applications will be forwarded to the Office of the Superintendent.

### **ATTENDANCE**

The process of education requires continuity of instruction, classroom participation, learning experiences, and study in order for a student to attain his/her maximum educational potential. The interactions of pupils under the tutelage of a competent teacher are vital to this purpose. Accordingly, it is incumbent upon the Tippecanoe School Corporation to encourage attendance by every student.

To the extent that provisions of this policy should be in conflict with laws, regulations or rules applicable to any student who is a handicapped child as defined by I.C. 20-1-6-1, Sec. 1, such laws, regulations or rules shall be controlling.

1. Parents/legal guardians are to notify the school authorities as early as possible on the day of the student's absence. In instances where the student and parents are aware the student will be missing school for a pre-planned event, written notification should be made prior to the date of the absence. **The reason for any student absence must be provided by the parent/ guardian in writing, via phone call, or by voice mail prior to the beginning of the**

**next school day – 7:30 am. Failure to do so could result in the student being charged with a truancy and/or unexcused absence.**

*Students who visit a doctor due to illness must submit a physician's note to the attendance secretary within two weeks after the visit. Failure to produce the note will result in an unexcused absence.*

2. In order to qualify for grade promotion or course credit, a student must be present in class 90% of the class enrollment days. [For a high school student, absences (excused or unexcused) should not exceed nine (9) days per semester.]
3. In order for a senior to walk at commencement, they must be present in class for 90% of the enrollment days in all classes.
4. Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by state statute are:
  - a. service as a page or honoree of the general assembly (I.C. 20-33-2-14)
  - b. service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
  - c. subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
  - d. service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
  - e. participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
  - f. participating in an educationally related non-classroom activity which is consistent with and promotes 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 advance by the school principal (I.C. 20-33-2-17.5)
5. The following absences are not counted against the student when determining the attendance requirement **beyond** the maximum nine (9) days allowed and are to be exempt from attendance requirements.
  - a. Illness with physician verification.
  - b. Immediate family member funeral with verification. Immediate family is defined as a student's parents/guardian, brother, sister, grandparents, spouse, children, corresponding step relatives or corresponding in-laws.
  - c. Judicial appointments and/or required subpoenaed testimony with verification.
  - d. Out-of-school suspension.
6. Make-Up Work
  - Excused absences – the student is responsible for making up work for all absences. Time allowed for completion of make-up work is three school days. Failure to follow through on make-up work policy will result in loss of service. Administrative approval is required for any time extensions.
  - Out-of-school suspension – the student is responsible for contacting teachers to determine assignments prior to the suspension. All work is to be completed by the day the student returns to school.
  - Students who are absent due to illness or reasons other than suspensions may come to school between 2:30 p.m. and 4:00 p.m. to get books from their locker. Parents may come at any time to get homework and books.
7. Truancy is an unexcused absence. Although they are encouraged to complete work that has been missed, students may not receive academic credit for daily work missed due to truanancies.

**Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the state school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.**

8. The school may elect to seek additional verification of the reason for absences and/or to hear appeals for extenuating circumstances.
9. The student and the parent/guardian will be contacted each semester when the student has accumulated five (5) absences in a semester or at the point that the student's attendance pattern indicates a risk of not meeting the School Corporation's attendance requirement. This guideline applies to all absences from school.
10. The TSC attendance guidelines will govern summer school attendance. High school students seeking course credit should not miss more than eight (8) of the eighty (80) instructional hours.

### **STUDENTS LEAVING AND RETURNING FROM SCHOOL**

Students reporting to school after the initial attendance for the day has been taken will report to the attendance office before going to any class. A pass will be issued (if needed) for that student to be admitted to the class that is in session.

Any student who arrives late with 10 or fewer minutes remaining in a class period will be asked to wait in the office area until the next passing period. Once the passing period begins, the student may go to his/her locker and report to the next class. Each student will be responsible for making up work in the missed class(es).

Students who will be leaving school any time during the day for any reason must check with the secretary in charge of attendance before school starts in the morning. The student is to furnish a signed statement from his/her parent stating the reason for the need to be gone from school. The secretary will provide the student with a pass; the student is to have it signed by the teacher whose class he/she is leaving.

The student is to return the pass to the office and sign out before leaving. Students who leave must either provide their own transportation or have their parents pick them up at the school. Students cannot provide transportation for each other.

No student shall be released to anyone or excused from school unless the authorizing signature is on file in the principal's office.

### **DISCIPLINE**

The Student Rights, Rules and Responsibilities supplied by the Tippecanoe School Corporation will be followed in all matters of discipline. This document is available online on the TSC homepage. Everyone is encouraged to read the information contained therein to understand what action will be followed in a given situation. In addition to the Rights, Rules and Responsibilities, the school has the right to institute additional rules governing student conduct.

1. The McCutcheon dress code in this handbook is to be followed at all times and may be modified as needed.
2. Acts of vandalism to McCutcheon High School or school property are not permitted and students will be responsible for repair or restitution as warranted.
3. Firecrackers, smoke bombs, and/or other explosive devices are illegal and should not be on school property. Weapons, bullets, and explosive devices are prohibited. Students possessing these items will be subject to penalty determined by the principal.
4. Each individual (student and adult) is to be treated in a respectful manner and not demeaned by word or action.
5. Casual contact, defined as unnecessary hand holding, touching inappropriately, or kissing, is not permitted on school grounds. Students will be issued a warning when appropriate. If the actions persist, more stringent penalties will apply.
6. Exhibiting or participating in any behavior related to gang membership or affiliation, including graffiti, recruiting or furthering the interest of gangs, possessing, distributing, displaying or using anything deemed to be evidence of gang membership or affiliation is not permitted on school grounds or off-site school activities. This includes clothing, signing, and literature related to gang activity.
7. The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and

similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. The Corporation has adopted Policy 5840 pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

A comprehensive and coordinated disciplinary policy is vital to the functioning of any school. With the sincere joint effort of school personnel, parents, and students, a fair and consistent disciplinary policy implementation should result with emphasis on keeping all stakeholders “informed” about normal standards of expected student conduct and school personnel responses to infractions.

Certain standards of student conduct are necessary to assure that students do not infringe on the rights of fellow students. The student has the responsibility of developing self-discipline to the point that his or her behavior falls within the “acceptable” range of good student conduct. School personnel will make every attempt to insure that the “atmosphere” of the school is one in which maximum learning can take place.

Problems in the classroom are primarily handled by the teacher using the established “ground rules” as the basis of operation. Major discipline problems are immediately referred to the Assistant Principal in charge of discipline.

For problems involving possible suspensions or expulsions, the Assistant Principal in charge of discipline confers with the Principal. In general, a student is referred to the office if he or she is disruptive, malicious, or incorrigible to the extent that removal from the classroom is necessary “for the good of the rest of the class,” despite intermediate steps taken in the classroom to alleviate the problem.

All disciplinary cases that are referred to the office are logged for future reference. A hierarchy of various punishments is employed including: (1) reprimands (2) counseling (3) parental contact (4) revocation of privilege (5) administrative teacher-student conferences (6) administrative teacher-student-parent-conference (7) detentions (8) in and out of school suspension (9) expulsion. An in-house suspension consists of the student’s spending the entire day in the In-House Room under the supervision of school personnel. The student is expected to devote this time to studying and working on class assignments. Inappropriate behavior, not doing schoolwork and disrespect will result in out of school suspension and/or immediate parent contact.

A detention hour will be held Tuesday through Friday from 6:30 to 7:25 a.m. and 2:35 to 3:30 p.m. Morning detention will be held in room FA165 and afternoon detention in room EN107. Students serving a detention should have material with them to study or read. The detention is defined as an hour of time spent in supervised study activity outside the normal school program. Failure to attend detention results in further consequence.

Students who cut classes (truant) will be given an appropriate punishment. The Assistant Principal will review student’s discipline records and determine the appropriate course of action ranging from detention through out of school suspension.

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

One of the main keys to an efficient and effective disciplinary policy is open communication between the students, school personnel and parents. All forms of communication between school and home, such as telephone calls, emails, letters and meetings, are greatly encouraged.

## **DRESS CODE**

### **Purpose**

The purpose of the McCutcheon High School dress code is to provide guidance to students and parents as to appropriate attire for school and at any school functions. The dress code is a primary means to teach students the importance of a respectable appearance which can help promote self-esteem and self-respect. Our dress code will encourage and reflect a multicultural community focused on academic excellence and identity development among a diverse student body. Our guiding principles for the dress code are based on attire that is work-place appropriate and enables a safe environment. Having students practice this distinction between work-place and recreational dress while at McCutcheon is a way to promote long-term success.

**Appropriate Dress:** Students should be able to dress and style their hair for school in a manner that expresses their individuality

while maintaining the standards put forth in this dress code; However, inadequate coverage of the body, inappropriate messaging, and face coverings is prohibited unless approved by the administration. These guidelines apply to the school day and school activities.

**Health and Safety:** Students are responsible for ensuring that attire, jewelry, hairstyle, and personal items do not interfere with the health or safety of any student. Course specific dress may be mandated by individual teachers, such as a set of clean gym attire or closed toed-shoes and hair tied back while in a lab class. In addition, students should not wear blankets.

**Additional Requirements:**

**Students may not wear attire, jewelry, or personal items that:**

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use prejudicial speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts or undergarments. Attire must cover from mid-thigh to shoulders in opaque (not able to be seen-through) material at all times; this includes holes in clothing, etc.
- Cover the face (i.e. sunglasses, excessive make-up) unless approved by administration.
- May be hazardous to themselves, their classmates, or school property. (i.e. Safety pins, chains, or other sharp objects affixed to attire).

Students who do not wear attire which, in the opinion of school personnel, reflects good judgment or who do not comply with these guidelines will be addressed for necessary action. Parents will be contacted should the need arise. If students are in doubt about a particular item of attire, they should see an administrator prior to wearing the item.

### **DRIVER LICENSE LAW**

Following is a summary of the law allowing suspension of a student's driving privileges due to suspension, expulsion, withdrawal from school or habitual truancy.

1. In accordance with IC 10-8.1-3-17.2 (a) each governing body shall establish and include as part of the written copy of its rules and standards "a definition of a student who is designated as a habitual truant."
2. The term "suspension" as used in this memorandum is an out of school suspension as defined in IC 20-8.1-1-11.
3. A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:
  - (1) Is a habitual truant under IC 20-8.1-3-17.2;
  - (2) Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9;
  - (3) Is under an expulsion from school due to misconduct under IC 20-8.1-5.1-8, IC 20-8.1-5.1-19, or IC 20-8.1-5.1-20;
  - (4) Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 (a) before graduating.
4. If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school described in Section 1, IC9-24-2 [paragraph 3 (4) of this memorandum], the bureau shall, upon notification by the student's principal, invalidate the person's license until the earliest of the following:
  - (1) The person becomes eighteen (18) years of age.
  - (2) One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer.
  - (3) The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5-1.

## TARDY POLICY

### Philosophy

Studies have proven there is a strong correlation between student attendance and academic success. It is important that students recognize the relationship that continues to exist between attending class and academic success. Obviously, if a student does not attend class on a daily basis, valuable information is lost, much of which can never be replicated. Parents and teachers must work together to ensure regular attendance and punctuality to class. Teachers will create academically challenging, relevant, and engaging lessons, and parents will make every effort to see that their children are present in class.

Tardiness to class will be defined by each classroom teacher.

### **STUDENT + REGULAR ATTENDANCE = SUCCESS**

**Tardy to School** (Enter the building between 7:30 A.M. and 7:39 A.M.)

(Enter the building beginning at 7:40 A.M.—the tardy converts to a **complete absence**, same procedure for ten minutes late to periods two through ten)

If a student is tardy to school for a valid reason, (Please Note: **oversleeping** and **missing the TSC bus** are **not** considered excused absences to school.) the parent should contact the school as soon as possible via phone stating the reason for the tardiness (Board Policy 5230). Upon arriving at school, the student should report to the main entrance to receive a pass to class. The office will record tardies and give a tardy offense.

### Progressive Penalties for Tardies to School:

See below.

### **Tardy to Class:**

If a student knows he/she is going to be tardy to the next class, he/she should report to that class as quickly as is safely possible. If a staff member detains a student, a pass will be issued to the receiving teacher citing time, date, and name of issuing teacher. This will excuse the tardy. If a student is late and does not have a pass from school personnel, **the tardy is unexcused**. Each teacher will develop tardy guidelines for their classes. This will be shared with students along with grading policies during the first week of school.

### **PROGRESSIVE PENALTIES FOR TOTAL TARDIES TO CLASS PER SEMESTER:**

#### Tardy Consequences Ladder

3rd tardy	Admin Warning
6th tardy	Detention
9th tardy	Detention
12th tardy	ISS
15th tardy	Parent Meeting / CARES program referral

Any student involved in an extracurricular activity must be in attendance by 8:00 a.m. on the day of the activity. Failure to do so will result in the student not being able to participate in the activity. See principal or athletic director for pre-arranged excuses.

## PASS POLICY

No student is to be in the hallways during class time without an official pass. Teachers have been instructed not to release students without a pass. All McCutcheon teachers have been given the directive to issue detentions to students without a pass.

## STUDENT DRIVING

Students driving to school will obtain a driver's permit form and a drug testing consent form. Both forms must be filled out completely and signed by both the driver and a parent or guardian. The forms will be kept on file in the main office. Each student is responsible for keeping this form current and accurate when changes occur in the color, make of the car or license plate number. Each student will be issued a parking tag. The parking tag must be displayed at all times on the rear-view mirror

of the vehicle. **The parking tags are not transferable. If a student no longer drives to school, his/her parking tag must be returned to the assistant principal's office.**

Students are informed that the campus speed limit is 10 m.p.h. This includes the road that connects our campus with Mayflower Mill Elementary. Any student who drives in a reckless and careless manner, races, squeals tires, causes danger to other student drivers, violates the traffic pattern flow of traffic, or impedes school bus traffic will be creating a situation for himself/herself that could lead to suspension or expulsion from driving and/or school.

Students arriving from the east are to enter the Mayflower Mill Road off of 500 South and proceed to the south parking lot. Students from the north, south and west will enter at the south drive off of U. S. 231 South and proceed to the south parking lot. During school hours, students are to only park in their designated spot unless permission is given by an administrator to park elsewhere. All vehicles should be parked between white lines (stalls) and should **NOT** be parked on diagonal lines or in front of the fire hydrant.

Students will be dismissed early enough in the afternoon so that student drivers will be able to at least partially clear the parking lot before the school bus traffic begins. All student drivers will give the busses the right of way and are urged to use extreme caution before trying to pass the busses once the busses are on the road.

Students are not to be in the parking lot or loitering around the vehicles in the parking lot during the school day. Students who must return to their vehicles for any reason during the school day, must check out with the attendance office to receive permission to go to their vehicles in the parking lot.

If a student parks anywhere during the school day (between 7:00 a.m. and 2:45 p.m.) on the McCutcheon school grounds other than in the designated student parking lots, his or her car can be **towed away at the owner's expense** unless written permission is granted by the principal or assistant principal to park elsewhere. This includes parking in the faculty lot, front drive, or in the south lot on the diagonal yellow lines or in front of a fire hydrant.

#### **Discipline Ladder for Driving/Parking Infractions**

*1<sup>st</sup> Offense: could result in suspension of up to 2 week driving privileges (10 days)*

*2<sup>nd</sup> Offense: could result in suspension of up to 1 semester driving privileges (90 days)*

*3<sup>rd</sup> Offense: could result in suspension of up to 1 year driving privileges (180 days)*

According to state law, any student who accrues two out of school suspensions in a school year will have their driver's license suspended by the BMV for 120 days. If a student's license is suspended for 120 days by the BMV, that student's parking permit is suspended for the same time period. When the student provides proof that his or her license has been reinstated, the student may re-apply for a parking spot.

Students who leave campus in their vehicle without permission will be subject to a 2 week (10 school days) driving suspension in addition to any disciplinary consequence related to the truancy.

### **BUILDING RULES**

McCutcheon is a very well equipped and maintained high school facility. It is important that all of the student body cooperate in caring for and maintaining our building. Please help us maintain our "Maverick Pride" by keeping our building looking great.

- a. Waste materials should be properly disposed of both inside and outside the building.
- b. No food or drink is to be carried from the cafeteria or the athletic area into the halls. Food and beverages must be consumed before going to your class or locker. Students have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch, counting from the time they are seated.
- c. No food or open container beverages should be kept in a locker.
- d. Water in a see-through bottle is the only beverage permitted in a classroom.
- e. All signage must have office approval before posting. Only masking tape should be used when placing signs up for display on lockers and/or walls.
- f. Vending machines will be turned off if excessive trash is found in the hallways.
- g. Skateboarding is not permitted in the building or on school property.

Let's do everything we can to keep McCutcheon an attractive campus.

## **BULLYING/HARASSMENT/HAZING**

Bullying/harassment of a student by other students or of any member of the staff are incompatible with a physically and psychologically safe environment in which to learn. Harassment shall include any speech or action that creates a hostile or offensive learning environment. Hazing is defined for the purposes of this policy as performing any act, or coercing another person to perform any act of initiation into any class, group, or organization that causes or creates a risk (mental, emotional, or physical harm). Permission, consent, or assumption of risk by an individual subjected to hazing shall not exempt this policy. Students should report any harassment/hazing to a school administrator. Violators of this policy will be subject to out-of-school suspension and/or expulsion.

## **THEFT**

Respect for school property and the personal property of students and staff members is a basic expectation of the school environment. Theft and/or vandalism will not be condoned. Violators of this policy will be subject to out-of-school suspension, possible arrest, and/or expulsion. Students in the gymnasium's locker rooms are expected to lock their items in a gym locker. McCutcheon High School is not responsible for lost or stolen items from the locker room.

## **CELL PHONES AND ELECTRONIC DEVICES**

Students may use cell phones during their lunch period, before, or after school, or during passing periods. At all other times between 7:30 A.M. and 2:20 P.M., these devices are to be turned off and placed out of sight when school is in session. Failure to comply with this policy may result in disciplinary penalty and the item being confiscated and returned after the school day. Parents/Guardians allowing students to carry electronic devices to school imply permission for the school and its personnel to have access to any and all information on the device if confiscated for disciplinary, or investigative purposes. Information contained on devices is subject to inspection. Any student needing to place a telephone call during school hours should request permission to use a school office telephone during passing periods. In addition, students are not to have laser lights or pointers at school.

Students may listen to music during the same time cell phones are permitted (during lunch, before/after school, and during passing periods). Music can only be listened with headphones (no speakers). Music should be listened to at a reasonable volume, and only the student listening should be able to hear the music. Please be aware that the school will not be responsible for lost or stolen electronic devices. The student assumes all responsibility.

McCutcheon High School prohibits picture taking and other video recordings with cell phones or other electronic devices. Any pictures/recordings taken in violation would have to be turned over to the school.

Parents: If your child's cell phone is confiscated by a staff member, that cell phone will not be available for pick-up until school dismisses on the day it was taken. Most of our teachers are teaching back to back classes making it impossible for them to bring the phone to the office until the end of the day. You may come in at any time starting on the following day to pick-up the phone.

## **BUS PROCEDURES**

The bus driver is in charge of the bus and will exercise control over all students who are transported between the home and school. The bus driver is also in charge of the students when the bus is used for field trips and other activities for which the bus may be used. The driver will keep order, maintain discipline, and see that every care for safety of the students is taken, and shall see that no student is mistreated.

The rules and policies of the Tippecanoe School Corporation and McCutcheon High School are to be followed, and students will be referred to the assistant principal if behavior warrants. The school office has a complete set of bus rules and regulations.

Busses arrive at McCutcheon High School by 7:10 each morning.

Students are not permitted to ride a bus other than the bus they are assigned. Any questions regarding this policy should be directed to the TSC Transportation Office

### **ACCESSIBILITY OF SCHOOL BUILDING**

The school building opens at 7:10 A.M. for student entry. Students are not allowed in the building prior to that time unless they are under the direct supervision of a McCutcheon staff member. All doors will be closed at 7:30 A.M. daily.

The school building will close at 3:30 P.M. daily. Students are not to remain in the building unless they are under the direct supervision of a staff member. Loitering will not be permitted.

The school is closed to visitors between 10:00 P.M. and 6:00 A.M. daily. Anyone found on school property during these times and not under the supervision of a McCutcheon employee will be cited for trespassing.

**MCCUTCHEON HIGH SCHOOL DAILY BELL SCHEDULES**

<b>Period</b>	<b>Normal Day</b>	<b>Activity Period</b>	<b>2 Hour Delay</b>	<b>Pep Session</b>	<b>Convocation</b>
<b>1</b>	<b>7:30 - 8:18</b>	<b>7:30 - 8:12</b>	<b>9:30 - 9:55</b>	<b>7:30 - 8:12</b>	<b>7:30 - 8:10</b>
<b>2</b>	<b>8:23 - 9:11</b>	<b>8:17 - 8:59</b>	<b>10:00 - 10:25</b>	<b>8:17 - 8:59</b>	<b>8:15 - 8:55</b>
<b>Activity</b>		<b>8:59 - 9:29</b>			
<b>3</b>	<b>9:16 - 10:04</b>	<b>9:34 - 10:16</b>	<b>10:30 - 10:55</b>	<b>9:04 - 9:46</b>	<b>9:00 - 9:40</b>
<b>Convocation</b>					<b>9:45 - 10:35</b>
<b>4 lunch</b>	<b>10:09 - 10:34</b>	<b>10:21 - 10:46</b>	<b>11:00 - 11:25</b>	<b>9:51 - 10:16</b>	<b>10:40 - 11:05</b>
<b>5 lunch</b>	<b>10:39 - 11:04</b>	<b>10:51 - 11:16</b>	<b>11:30 - 11:55</b>	<b>10:21 - 10:46</b>	<b>11:10 - 11:35</b>
<b>6 lunch</b>	<b>11:09 - 11:34</b>	<b>11:21 - 11:46</b>	<b>12:00 - 12:25</b>	<b>10:51 - 11:16</b>	<b>11:40 - 12:05</b>
<b>7 lunch</b>	<b>11:39 - 12:04</b>	<b>11:51 - 12:16</b>	<b>12:30 - 12:55</b>	<b>11:21 - 11:46</b>	<b>12:10 - 12:35</b>
<b>8 lunch</b>	<b>12:09 - 12:34</b>	<b>12:21 - 12:46</b>	<b>1:00 - 1:25</b>	<b>11:51 - 12:16</b>	<b>12:40 - 1:05</b>
<b>9</b>	<b>12:39 - 1:27</b>	<b>12:51 - 1:33</b>	<b>1:30 - 1:55</b>	<b>12:21 - 1:03</b>	<b>1:10 - 1:35</b>
<b>10</b>	<b>1:32 - 2:20</b>	<b>1:38 - 2:20</b>	<b>2:00 - 2:20</b>	<b>1:08 - 1:50 (Pep session 2:00-2:20)</b>	<b>1:40 - 2:20</b>

**Notes:**

- 1. Activity Period schedules will be followed every Monday (clubs) and Wednesday (management). If a management day is not needed, a normal schedule will be used with advance notice.**

## LUNCH HOUR

Students will go to the lunch area in the commons area and remain in the cafeteria until dismissed by the cafeteria supervisors.

McCutcheon will have five lunch hours. A la carte lunches and class A lunches will be served in the lunch lines. After being served, students will seat themselves at a table of their own choosing.

Students will remove their own trays, eating utensils, and used paper products to the soiled dish window. **Students will place all soiled or used paper products into the proper receptacle and place trays in the tray slot.** The failure to clean up one's tray and trash will result in "clean up" duty for a specified period of time.

Cutting in lunch lines will not be tolerated; failure to follow the lunchroom rules and regulations will result in lunch room service or other penalties. Theft from the cafeteria will be report to the Tippecanoe Sheriff's Department.

Prices will be made known and posted. There will be no credit given for lunches, nor will checks be accepted. This will help us comply with the State Board of Accounts.

## LOCKERS

All students will be permitted to request a locker and **there should be no locker switching without the permission of the assistant principal or principal. Likewise, students are not permitted to share lockers with friends thus curtailing the possibility of lost books and missing items.** All lockers will be of the combination variety. Students should keep all possessions in their own lockers and not give the combination to any other student(s).

Students are responsible for keeping their lockers locked. It is important that students not "set" their combination locks for easy opening and turn the tumbler after each use. Valuable possessions should not be kept in student lockers.

Any damage or vandalism to a locker must be assumed by the student who has been assigned the locker. The office maintains a list of all locker assignments and combinations and assumes the right to inspect lockers when necessary in accordance with the law.

In order to keep our lockers in good working order and appearance, the student's help and cooperation will be needed. Students should follow these rules:

1. No open food containers are to be in the lockers (pop cans, fast food containers, half-filled sports bottles.)
2. No partially eaten candies, sandwiches, or other food items are to be in the locker.
3. No writing on the interior or exterior locker doors.
4. No saving of "used gum" on the locker doors.
5. Do not use the locker as a trash repository.

It is suggested that you clean out your locker once every six weeks.

## WORK PERMITS

Student work permits will be issued by individual employers.

## CHILDFIND

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one. The purpose of the search is to ensure that every child with a disability, who resides within Tippecanoe County, is receiving the special education and related services that are his/her right under state and federal law. If you are aware of any child suspected of having a disability, regardless of the severity, please contact the GLASS office (765-771-6006) or your school principal for information regarding referral procedures.

GLASS is a cooperative effort sponsored by Lafayette School Corporation, Tippecanoe School Corporation and West Lafayette Community School Corporation. The GLASS office is as 2300 Cason Street, Lafayette, IN 47904.

## **LOST AND FOUND**

All items found should be turned in to the office. Students who lose belongings should check with the office receptionist. All usable, unclaimed articles are given to charity on July 1.

## **VISITORS**

All parents are invited and encouraged to visit the school at any time. Parents are asked to sign in at the main office.

All other visitors must also sign in at the main office. Visitor's passes will be issued at the discretion of the main office staff. Former students will not be permitted to visit friends during the designated lunch hours. Former students may not bring their children to visit friends during the lunch hours or visit teachers during school hours.

A recent Indiana law has made it a misdemeanor to go on or remain on any part of school property in violation of any school rule or to interfere with the lawful purpose of the school. It is also a violation of the law to refuse to leave the school premises when ordered to do so by any school official. Therefore, any visitor other than a parent or patron in the building must have written permission from the office to remain therein.

Students from area high schools will not be permitted to enter the building during regular school hours. A request by a McCutcheon student to bring a visitor must be made in writing, signed by the parent and approved by the principal or designee two weeks before the anticipated visit. Permission to visit will not be given during the week before a holiday, during exam week, or during the last two weeks of school.

## **SEXUAL HARASSMENT**

It is the policy of the Tippecanoe School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any employee of this Corporation to harass another employee or student through conduct or communications of a sexual nature. The use of the term "employee" also includes non-employees and volunteers who work subject to the control of school authorities.

For a complete copy of the TSC Sexual Harassment Policy, see the TSC website under the board policies tab.

## **STUDENT HARASSMENT**

Harassment of a student(s) by other students or any member of the staff is incompatible with a physically and psychologically safe environment in which to learn. Harassment shall include any speech or action that creates a hostile or offensive learning environment.

A student should report harassment from a student, staff member or school visitor to a school administrator.

## **ACTIVITY PERIOD / CLUBS**

The extra-curricular activity period will be between 8:59 A.M. and 9:29 A.M. on Mondays and Wednesdays. During the first few weeks of school, clubs will be organized and a meeting schedule will be developed by the coordinator of school activities. All meetings during the activity period are to be cleared by the coordinator of student activities.

There are many clubs and organizations available to the students of McCutcheon. A listing of the clubs will be provided to students before the first activity period. Any students wishing to begin a new club should see the coordinator of school activities.

Activity time schedule is listed under the Daily Bell Schedules in the table of contents.

## CLUBS / ACTIVITIES

The following are activity clubs at McCutcheon. Instructions for club membership will be announced prior to the first activity period. If you have interest in forming a club not listed contact an interested adult. At least 15 students must be involved.

AALOT	Citizen Science	Go Green Team	Spanish Club
Academic Super Bowl	Creative Writing	IHSAA Leadership	Speech
Anime	Drama Club	International Club	Spell Bowl
Athletic Council	Fellowship of Christian Athletes	Mavs Changing Minds	SPIE
AV Club	Feminism Book Club	Mentors	Student Council
Board Games	Film Club	National Honor Society	Students in Action
Book Club	FOR Club	Only Human	Trap Club
Bridges EL	French Club	Quiz Bowl	Yearbook Club
Card Club	Gaming Club	Robotics Club	
Champions Together	Geopolitics	Science Olympiad	
Chess Club		Self-Improvement Club	

The following are co-curricular activities. A student must be enrolled in the accompanying credit class in order to participate. Please see a counselor for additional details.

Choral Activities	FFA/Livestock Judging teams	Jazz Band	Mav TV
ICE	Marching Band	Pep Band	

## PEP SESSIONS

Pep sessions are scheduled during each sporting season during the school year.

## INTRAMURAL SPORTS PROGRAM

A well-rounded intramural sports program for both boys and girls is offered to the students. Any student not participating in an IHSAA-sanctioned sport during the time that intramurals are in session is eligible to participate in the intramural program. IHSAA eligibility requirements must be met for participation. Students must be passing 5 full credit classes (or the equivalent) and have good attendance and discipline records in order to be eligible for participation in the intramural program. In some instances, an entry fee may be required to support the program.

## **DANCES**

The school or organizations within the school sponsor dances from time to time. These usually occur after selected home athletic events. Generally, the dances will end at 11:00 p.m. Students should make arrangements with their parents to be picked up by the 11:00 p.m. end. Shoes and other footwear which may be harmful to the gym floor may not be worn. Students wearing clothing or dancing in a style deemed inappropriate will be asked to leave. Once students leave the building, they will not be able to return. Students are expected to adhere to the behavioral expectations established for the school day.

General rules pertaining to after game dances:

1. There will be no middle school students allowed at McCutcheon High School after game dances.
2. Dances will be closed to only McCutcheon High School students and guests.
3. McCutcheon High School students may bring one guest.
4. Students will be subject to a breathalyzer before entering any school dance.

## **DANCE DRESS CODE**

The administration believes that McCutcheon High School students have the maturity to determine the appropriateness of their personal dress and appearance at a school function. However, when a student's dress and appearance at a school function is disruptive, distracting, or in poor taste, such dress shall be prohibited. The dances are semi-formal/formal dress occasions and should be treated as such. The following is a list of guidelines for determining appropriate attire for the semi-formal/formal dances this year.

### ***LADIES:***

1. Two-piece dresses may be worn, if they cover the entire stomach and navel area. Any dress exposing the stomach or navel area is unacceptable.
2. All cleavage should be covered.
3. Dresses with slits may be worn as long as the slit is no higher than six inches above the knee.
4. Backless and strapless dresses may be worn so long as no area other than part of the back and shoulders is exposed.
5. No jeans are allowed.
6. Skirts may be worn so long as they are considered to be an appropriate length by the administration. Dresses must be of an appropriate length as well.
7. Sheer or "see through" panels on dresses are not acceptable for covering up stomach, chest, or navel areas.

### ***GENTLEMEN:***

1. Tuxes, suits, or dress shirts and dress pants are considered appropriate attire. Jeans are not allowed.
2. During the dance, shirts must be worn at all times. You may remove your jacket, vest, and tie during the evening; however, the tux or suit shirt must be worn at all times. Tank tops may be worn underneath tux or suit shirts, but tank tops or undershirts are not to be exposed during the dance.

***Any violation of these guidelines will result in removal from the dance.***

## CONFLICTS OF EXTRA-CURRICULAR EVENTS

A number of McCutcheon students participate in more than one extra-curricular program. Our calendar of evening and weekend school activities often includes two or more events (contests, practices, etc.) scheduled for the same time. For the student who sincerely wants to participate in multiple school extra-curricular programs the inevitable scheduling conflicts can become a genuine nightmare. The following points and/or regulations should be kept in mind.

1. Each coach or sponsor who desires a student's presence at a contest, practice, etc. when there is a potential conflict should have each student fill out an activity card stating each extra-curricular activity that he or she is involved in participation at M.H.S. This card should be studied and filed by each coach or sponsor.
2. Each coach or sponsor should check the monthly calendar, master calendar, published practice schedules, etc., so that potential conflicts involving a student's participation in extra-curricular events can be discovered and communicated before the events take place.
3. When a potential conflict is discovered, the coaches or sponsors should discuss the matter at the earliest convenience.
4. Every attempt should be made to avoid conflicts when scheduling activities. This can be done by studying the master calendar and published practice schedules.
5. Generally speaking, Sectional-type events take preference over contests, which take preference over practices. In each of the above categories, scheduled events take preference over re-scheduled events.
6. If a student is committed on a given date to a sponsor or coach of a higher priority category, other coaches or sponsors should not allow that student to participate on that date unless the sponsors or coaches involved agree to the change.
7. Each coach or sponsor needs to not make the student the "pawn" in the extra-curricular conflict game. If a student is involved in another activity on a given date, coaches or sponsors should not directly or indirectly penalize that student for his or her absence.
8. If the events in contention are in the same priority category, the student and family have the right to make the choice with no fear of intimidation, reprisals, or penalties.
9. Each coach or sponsor should be as fair about student activity conflicts as possible.
10. If coaches or sponsors disagree or if these regulations need interpretation, please contact an administrator.
11. Let us all work together to preserve the integrity and student opportunities of our fine M.H.S. extra-curricular program.

## SPECIAL EDUCATION

Individuals with Disabilities Education Act of Jan. 1997 (IDEA) is a federal law which guarantees all students with disabilities between the ages of 3 through 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parent/guardians or education surrogate parents.

The Indiana Special Education rules, known as Article 7, provide the legislative and department of education guidelines for implementing special education programs in Indiana, effective June 21, 2000. Article 7 regulates special education programs and related services provided by the public school as well as the state operated and state supported programs. Greater Lafayette Area Special Services, better known as G.L.A.S.S., is a special education cooperative sponsored by Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. General educators and special educators work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability. Students who are to receive special education services must be evaluated by a multidisciplinary evaluation team and, at a case conference, must be determined eligible based on one of the following eligibility categories: Autism Spectrum Disorder, Communication Disorder, Emotional Disability, Learning Disability, Mental Disability, Multiple Disability, Orthopedic Impairment, Other Health Impairment, Traumatic Brain Injury, Visual Impairment, Hearing Impairment, Deaf/Blind and Developmental Delay. The case conference committee, which includes the students' parents, will then develop an individualized education program (IEP). The IEP will be designed to meet the

students' unique needs and will include related and other supportive services as needed in order to assist a student with a disability to benefit from special education. Each student with a disability will be educated in his least restrictive environment. The amount of time that the student with a disability spends within a general education setting will be determined on an individual basis.

### **Referral for Education Evaluation**

A parent, teacher, school administrator or specialist may initiate an educational evaluation for a student. Students are referred for an educational evaluation when:

- general education intervention procedures have been exhausted, or
- the nature and severity of the suspected disability is such that general education intervention would be of no benefit, or
- review of recent diagnostic and treatment information from a hospital psychiatric unit or residential treatment center by the school psychologist indicates the need for further evaluation, or
- the parent has requested an educational evaluation and does not elect to withdraw or delay the request.

The parent, teachers, school administrator or specialist can obtain a referral form from the principal/designee. This form should be completed and returned to the principal/designee. The parent may also initiate a referral by sending a letter requesting an educational evaluation to the principal or designee.

Parents who have questions regarding referral procedures should contact the school principal or the Tippecanoe School Corporation Director of Special Education at 765-474-2481.

## **HEALTH SERVICES**

A student must have a pass from a teacher to go to the Nurse's office. If the student does not have a temperature, rash, vomiting or diarrhea, then he/she will be expected to return to class. Students may be able to rest in the nurse's office for a short period of time in order to be observed and evaluated by the nurse. If a student is seriously ill, parents will be notified. The nurse must evaluate all ill students before he/she leaves school. A student going home ill from school is considered an unexcused absence unless he/she is seen by a doctor. Students should bring a note from the doctor when they return to school. Students will not be allowed to drive themselves home without parental authorization.

Students may keep over the counter medications in the nurse's office with written permission from parents. The school does **NOT** provide any medications for students. Students are not allowed to carry any medication with them at school unless required by a physician. A note from the physician stating such need is needed in the health office.

## **IMMUNIZATIONS**

Immunizations are required by the state. When a student enrolls, parents/guardians must provide proof that the student has been immunized or that a current religious or medical objection is on file in the nurse's office. Parent/guardian has 20 school days to provide proof of student's immunizations or the student will be excluded from school until proof is provided. It is the parent's responsibility to get records forwarded to McCutcheon from a previous school.

## **MEDICATION POLICY**

The school shall not be responsible for the diagnosis and treatment of student illness. The administration of FDA approved medication or treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student or when the student would not be able to attend school if the medication or treatment were not made available during school hours. Before any medication or treatment may be administered to any student during school hours a written authorization from a parent must be on file at the school. The school staff may administer only FDA approved medication or treatments.

For purposes of this policy, “medication” shall include all FDA approved medicines. “Treatment” refers both to the manner in which a medication is administered and to the health-care procedures, which require special training.

Prescription medication will be administered only if it is in its original container, labeled with the date of the prescription, student’s name, and exact dosage will be administered. Over the counter medications must be in the original container, affixed with a current package label.

The school staff may administer medication requiring intravenous or subcutaneous and intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician, and the staff member has completed any necessary training.

A school administrator, teacher, or other school employee designated by the school administrator, after consultation with the school nurse, who in good faith administers medication to a pupil, with written permission of the pupil’s parents or guardian, and in compliance with the affixed pharmacy or package label, is not liable for civil damages as a result of the administration, except for an act or omission amounting to gross negligence or willful and wanton misconduct. I.C. 34-30-14-2

Provisions for self-administration of medication will be implemented through I.C. 2-8.1-5.1-7.5.

The Superintendent shall prepare administrative guidelines to ensure the proper implementation of this policy.

The following over-the-counter medications and supplies are being used as First Aid measures in the school nurses’ office. These products have been approved by the school physician:

Medications and Supplies: Contact lens solution, eye irrigation, topical antibiotic ointment, band aids, elastic wraps, cough drops, throat spray, heating pads, ice packs, and aloe vera. These items are routinely used in the care and treatment of students requiring assistance while at school. Please inform your school nurse or school office if you prefer these products **NOT** to be used when treating your child.

Students who need crutches or cane must provide the nurse with a note from a physician stating the reason and how long the crutches/cane need to be used. At that time a pass will be provided to allow student more time to navigate the hallways.

## **TATTOOS AND BODY PIERCING**

The school will not be providing treatment (antibiotic ointments, lotions or creams) unless provided with written instructions from a physician. Students should be encouraged to take proper care of tattoos and body piercing as instructed but not during school hours.

## **ACCIDENTS**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

## **LIBRARY AND MEDIA CENTER**

All Media Center materials may be checked out. Unreturned materials will result in a fine for the cost of the item.

### **BOOKS**

Reference books are checked out for a single period or for overnight.

All other books (and books on tape) may be checked out for two weeks.

eBooks and audiobooks are also available through Sora on the LMC website  
(<https://www.tsc.k12.in.us/academics/library-media-services/high-school>)

### **MAGAZINES**

Current and back issues can be accessed from any location through the LMC website

### **AUDIO VISUAL AIDS**

Students may use audiovisual materials in the library or check them out for class or overnight.

Book bags and backpacks are not allowed in the media center.

## **INFORMATION SYSTEMS, COMPUTER NETWORKS, AND THE INTERNET**

Tippecanoe School Corporation provides a comprehensive and well-rounded educational experience for all students.

Students use computer networks, information systems, and the Internet as part of the standard curriculum. An Acceptable Use Policy (AUP), adopted by the Board of School Trustees, guides the use of these networks and is available on the district website ([https://www.tsc.k12.in.us/uploaded/Technology/Documents\\_and\\_Forms/TSC\\_Student\\_AUP\\_Guidelines.pdf](https://www.tsc.k12.in.us/uploaded/Technology/Documents_and_Forms/TSC_Student_AUP_Guidelines.pdf)) and in each school office. Upon enrollment in TSC, each student agrees to the AUP, but may opt out by signing the appropriate form.

### **INTERNET USAGE**

Tampering with any computers in the school building will be considered vandalism. Computer privileges will be lost for at least one semester. In addition, other disciplinary consequences could occur.

The Internet is to be used for specific school assignments and/or school projects. "Surfing the Net" is not permitted. Central Office will be monitoring our Internet usage.

### **COMPUTER USAGE**

Each student has access to the educational computers available in labs or classrooms. Every student is assigned a password and it is the student's responsibility not to share this password with anyone.

### **STUDENT COMPUTER TABLET USE POLICY/HIERARCHY**

TSC provides students with the use of tablet notebooks to use during the school year. A user fee is required. Students are expected to take full responsibility for the condition and proper use of the tablet. Students who abuse this responsibility (failure to bring or use in class, loss, vandalism, misuse, inappropriate use, etc.) will be dealt with according to the chart below. TSC reserves the right to restrict or remove the use of the tablet for those students who refuse to abide by corporation policies.

- 1<sup>st</sup> offense – teacher verbal warning / loss of any points for which the tablet is required (parent contact required)
- 2<sup>nd</sup> offense – loss of any points for which the tablet is required (parent contact via teacher)
- 3<sup>rd</sup> offense – teacher-issued detention – loss of any points for which the tablet is required (parent contact via teacher)
- 4<sup>th</sup> offense – referral to administration – ISS issued by administration (parent contact required)
- 5<sup>th</sup> offense – referral to administration – ISS issued by administration (parent contact required)

### **PARENTS QUICK REFERENCE**

1. The general school telephone is (765) 474-1488.
2. The Athletic Department's phone number is (765) 474-6714.
3. To report an absence, call (765) 474-1488 on the morning of the absence. Voice mail messages about absences may be left at extension 5264. See attendance policy for additional information.
4. There are three additional booster organizations which provide opportunities for parent involvement. Parents are encouraged to become as active as possible, and questions should be directed to the respective booster directors.

Athletic Boosters 7:00 P.M. 2<sup>nd</sup> Monday of each month, except July

Band Boosters 7:00 P.M. 1<sup>st</sup> Monday of each month

Choir Boosters Dates and times will be listed in the Choir handbook

5. Each counselor is assigned an alpha grouping of students for the year.
  - a. Mrs. Roseman                      A – Cos
  - b. Mrs. Smith                            Cot – Gus
  - c. Mrs. Gilbert                          Gut – Lor
  - d. Mrs. Withers                        Los – Pn
  - e. Mrs. Betz                                Po – S
  - f. Mrs. Kendall                            T – Z
6. Mrs. Kendall is the CTE counselor and works with incoming ninth graders and students assigned to CTE classes for the school year. She is available to help with CTE questions.
7. Parents should encourage students to consult their counselor for PSAT, SAT, ACT dates. SAT will be proctored throughout the school day for all juniors. This date usually falls in March.
8. Senior parents should encourage students to send college applications during the first semester of the student's senior year.
9. Tippecanoe County counselors' "College Fair" will be held in the fall. See your counselor for more information.
10. Scholarship information is regularly updated on the McCutcheon website, <http://mhs.tsc.k12.in.us/> This information is also posted on the Guidance Scholarship Board, in each Senior English class, and in the MHS daily bulletin.
11. The school does not sanction a "senior" skip day. Seniors who are not in attendance will be considered truant.

### **TSC RECYCLING PHILOSOPHY**

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of student's civic responsibility. Tippecanoe School Corporation is committed to establishing an educational environment for students that models active participation and teaches responsible waste reduction and recycling. The Corporation's recycling efforts will be coordinated by the Director of Building and Grounds.

### **ROOM LOCATION**

Rooms will be identified by an alpha departmental prefix followed by the room number; example EN101 means English Department, room 101. The departmental prefix coincides with the listings shown on our building map. Additional copies of the map are available in the main office.

AD - Administration	ML - Freshman Center / Mav Launch
AS - Advanced Studies	MA - Mathematics
AG - Agriculture	MC - Media Center
Auto - Automotive	PA - Performing Arts - Music (Band & Chorus)
BU - Business	PE - Physical Education/Health
EN - English	SC - Science
ET - Engineering Technology	SE - Special Education
FA - Fine Arts	SS - Social Studies
FC - Family/Consumer Sciences	WL - World Languages

## MCCUTCHEON HIGH SCHOOL ACADEMIC AWARDS

Students may earn the following academic awards by meeting the prescribed criteria:

**Academic Excellence Award** – Plaque: After semester 7, GPA of 3.75 or above and a minimum of 33 credits. (Plaque will be given to the student at Awards Night in May.)

**Academic Letter Jacket Award** – Chenille Patch (1<sup>st</sup> year), Pin (succeeding years): Must maintain specific GPA and number of academic credits as follows: (See counseling office.)

Sem. 3 – GPA 3.75 or above and minimum of 17 credits

Sem. 4 – GPA 3.50 or above and minimum of 23 credits

Sem. 5 – GPA 3.50 or above and minimum of 29 credits

Dir Sem. 6 – GPA 3.40 or above and minimum of 35 credits

Sem. 7 – GPA 3.40 or above and minimum of 41 credits

Sem. 8 – GPA 3.40 or above and minimum of 47 credits

**Academic Team Award** – Chenille Patch (1<sup>st</sup> year), Pin (succeeding years):

Student must be a member or alternate member of an academic team. (See your academic coach.)

**Wall of Fame Award** – Chenille Patch (1<sup>st</sup> year), Pin (succeeding years): Student must be listed on the Wall of Fame once. (See student handbook for specific Wall of Fame requirements.) (See counseling office.)