Monrovia High School



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Monrovia, IN 46157
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MONROE-GREGG SCHOOL DISTRICT

135 S. Chestnut Street
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Phone: (317) 996-3720
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www.m-gsd.org

ADMINISTRATION

Mr. Mike Springer	Principal, extension 2002
Mr. Nick Purichia	Assistant Principal, extension 2003
Mr. DJ Smith	Athletic Director, extension 2006
Mrs. Leslie Gillie	Guidance Counselor 11th-12th, extension 2011
Mr. Zach Klampe	Guidance Counselor 9th-10th, extension 2012

MONROE-GREGG SCHOOL BOARD

Mr. Andrew Grismore	Superintendent
Mr. Brock Sears	President
Mr. Kevin Blundell	Vice President
Mr. Ky Kizzee	Secretary
Mr. Tom Kennedy	Member
Mr. Jack Elliott	Member

MONROVIA HIGH SCHOOL STUDENT – PARENT HANDBOOK

Welcome to Monrovia High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Adopted by the Board of School Trustees on **June 8, 2026**

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the Principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 2026**. If any of the policies or administrative guidelines referenced herein are revised after **June 2026**, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the Corporation's web site.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the District, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School District's Compliance Officer listed below:
Andrew Grismore, Superintendent, (317) 996-3720 extension 1002
The complaint procedure is described on **Form 2260 F2**. The complaint will be investigated and a response, in writing, will be given to the concerned person within **10** days. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

PESTICIDE NOTIFICATIONS

If any parent or employee wants to be notified of any planned pesticide applications at Monroe-Gregg School District, please notify the superintendent at 317-996-3720.

MISSION STATEMENT

The mission of Monrovia High School is to provide, for each student, a diverse education in a safe, supportive environment that promotes self-discipline, commitment, and excellence in learning.

CORE BELIEFS

We believe that:

1. Learning is important and EVERYONE can learn;
2. Students are responsible for their actions and must be held accountable for their choices;
3. Teachers should be lifelong learners;
4. Students will be proficient in all curricular areas as outlined in the Indiana State Standards.

Strengthening Communities
Training Leaders
Encouraging Growth
Providing Opportunities

SCHOOL COLORS

Green and White

SCHOOL NICKNAME

Bulldogs

MONROVIA HIGH SCHOOL DAILY SCHEDULE

Periods	Regular	Advisory Wednesdays	Pep Session	Two Hour Delay
1	7:53 - 8:43	7:53 - 8:38	7:53 - 8:38	9:53 - 10:23
2	8:47 - 9:37	8:42 - 9:27	8:42 - 9:27	10:27 - 10:57
3	9:41 - 10:31	9:31 - 10:16	9:31 - 10:16	11:01 - 11:31
Advisory		10:20-10:45		x
4A	10:35 - 11:00	10:49 - 11:14	10:20 - 10:45	11:35 - 12:00
4B	11:04 - 11:29	11:18 - 11:43	10:49 - 11:14	12:04 - 12:29
4C	11:33 - 11:58	11:47 - 12:13	11:18 - 11:43	12:33 - 12:58
5	12:02 - 12:52	12:17 - 1:02	11:47 - 12:32	1:02 - 1:32
6	12:56 - 1:46	1:06 - 1:51	12:32 - 1:21	1:36 - 2:06
7	1:50 - 2:40	1:55 - 2:40	1:25 - 2:10	2:10 - 2:40
Pep Session		*WEDNESDAYS*	2:14 - 2:40	

STUDENT RIGHTS AND RESPONSIBILITIES

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

STUDENT WELL-BEING

Student safety is a responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, 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 an emergency medical form completed, signed 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 nurse's office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I – GENERAL INFORMATION

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved. Students who are new to the School are required to enroll with their parent(s) or legal guardian(s). When enrolling, the parent(s) 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, who meets the Federal definition of homeless, will be denied enrollment based on a lack of proof of residency)
- Proof of immunizations.

In some cases, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.
Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The guidance department will assist in obtaining the transcript, if not presented at the time of enrollment. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

PLACEMENT OF TRANSFERRING STUDENTS

Students transferring to the Monroe-Gregg School District from state accredited school systems may be assigned to grades and/or subjects on the basis of placement decisions made by appropriate
school officials of previous schools. Students transferring from non-state accredited schools may be assigned on the basis of their performance on tests appropriately selected and administered by the principal (or designee) to evaluate, approve, and assign values to all educational experiences requested to be transferred. This policy may not be used to circumvent federal, state, or local regulations.

NON-RESIDENT STUDENT ENROLLMENT

https://www.m-gsd.org/our-students-families/non-resident-students
Students who do not reside in the Monroe-Gregg School District and wish to enroll in the school system as transfer tuition students will be considered in the following manner:

1. Application for admission as a transfer student should be submitted to the administrative staff of the Monroe-Gregg school in which enrollment is sought.
2. The staff will review the request for acceptance or rejection of the application based on availability of space, program, and teaching personnel.
3. The student's school record and past conduct will be reviewed to determine if this information and conduct are consistent with the standards expected of the Monroe-Gregg student body.
4. Non-resident transfer students must remain in good standing at all times to remain in attendance at Monrovia High School. All transfer students will be evaluated at the conclusion of each nine-week grading period by the Principal. Evaluation criteria includes the following: a) positive academic performance in all coursework; b) ability to maintain 90% attendance throughout each grading period: c) ability to maintain fewer than 20 demerits with no Table 3 or 4 infractions. Failure to adhere to the following guidelines will result in the removal from Monrovia High School.
5. All book fees, student fees, athletic fees, lunches, etc. will be the responsibility of the parent or guardian and must be paid in full by the end of the school year.
6. The parents, guardians, or custodians agree to provide transportation to and from the school(s) being attended.
7. Transfer applicants will be accepted or rejected on an annual basis and applications will be subject to review prior to the opening of each school year.
8. The administrative staff will act upon the request for admission and inform the applicant of the status of said request accompanied by the permission to enroll from the resident District.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from Monrovia High School, the parent must notify the Guidance Department. School records shall be transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact their student's guidance counselor for specific details.

WITHDRAWAL FROM SCHOOL

A student anticipating withdrawal from school should have a parent/guardian contact the guidance office at least one day before the final attendance day. This allows teachers to be notified and to release grades earned at the time of withdrawal. An official withdrawal form can then be carried by the student to his new school. All obligations, book rental, library, textbooks and money

from fundraisers must be turned in before a transcript will be sent to the receiving school. Educational and health records will be forwarded to a school where a student seeks or intends to enroll upon request by the student, a parent, or the receiving school, and to a court of law upon presentation of a legal subpoena.

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.

EXIT INTERVIEW

According to State law (IC 20-33-2-28.5, Section B), students between the ages of 16 and 18 must have the approval of parents and Principal to withdraw from school and can only withdraw for these reasons:

- Financial hardship and the individual must be employed to support the individual's family or a dependent; or
- Illness; or
- By an order by a court that has jurisdiction over the child

The student, the student's parent/guardian, and the Principal are required to be present at an exit interview. All must agree to the withdrawal or the student will remain in school. At least five (5) days before holding an exit interview M-GSD shall give notice that the exit interview will include a hearing to determine if the reason for the student's withdrawal is due to one of the reasons listed above. If the Principal determines that the reason for the student's withdrawal is not due to one of the above reasons, both the student and the parent/guardian will receive a copy of the determination. State law requires principals to "deliver" by certified mail or personal delivery to the Bureau of Child Labor a record of the individual's failure to return to school so that the Bureau of Child Labor revokes any employment certificates issued to the individual and does not issue any additional employment certificates to the individual. Students who drop out before age 18 without parent's and/or school's permission also risk losing their driver's licenses

HEALTH SERVICES

The clinic or health center is available for students who become ill or injured during the school day. If a student becomes ill or gets injured during the day, he/she should notify the teacher and obtain a pass to go to the clinic for evaluation and treatment. Students are to come from a class rather than stop in clinic between classes. If a student is not able to go to the clinic alone, he/she should tell the teacher, and the teacher will arrange for the student to be escorted. Electronic devices, other than medical devices, are not allowed for use in the clinic. If a student is ill or injured at home, the student should be seen by his/her doctor, immediate care, or emergency department.

All accidents or injuries in the school building, on the school grounds, at practice sessions, or any other school event must be reported to the person in charge, who will notify appropriate school personnel.

Only minor first aid is available in the clinic. For life threatening emergencies, 911 will be called and the parent(s)/guardian(s) will be notified. If a student is injured at school and the School Nurse assesses the condition and feels additional medical treatment is required, the School Nurse will notify the parent/guardian.

Illness

The nurse may exclude from school a student who is believed to have a communicable disease that is transmissible through normal school contacts and poses a threat to the health and safety of the school community. When assessing, communicating, and managing communicable diseases, MGSD will follow the recommendations set forth by the Indiana Department of Health's Communicable Diseases Reference Guide for Schools.

The following guidelines will be used in determining when to send a child home:

• Fever of 100◦ F or greater. Children who are ill should be fever-free for 24 hours without the use of fever reducing medication before attending school.

• Witnessed vomiting or diarrhea (defined as 2 or more liquid stools in a 24-hour period) Children should be free from vomiting or diarrhea for 24 hours before attending school.

• Suspicion of untreated conjunctivitis, or pink eye. If pink eye is diagnosed, drops need to be used 24 hours before attending school.

• Suspicious rashes that may be contagious.

• Injury that may require further evaluation and treatment.

• Untreated head lice – presence of live lice.

• Suspicion of an untreated contagious condition. If an infection has been diagnosed, children need to be on antibiotics for 24 hours before attending school.

• A condition or illness that is causing such severe symptoms that the student is unable to function in class.

All students leaving school during the day due to illness must do so through the school clinic. The nurse will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission. Students may not contact parents and ask to be picked up without the nurse's permission. If the student does contact his/her parent and ask to be picked up without approval, the absence will be unexcused. If a parent/guardian cannot be reached, the school nurse or office personnel will call the people listed as emergency contacts and request the child be picked up.

Communicable Diseases are contagious and should be reported to the school office or clinic even if they are not cause for exclusion. The student may return to school after receiving proper treatment and clearance by his/her primary care provider.

Head Lice

Monroe-Gregg School District has a "No Live Lice Policy". Students identified with live lice will be excluded from school to be treated. The student will not be allowed to ride the bus either home or to school until cleared by the school nurse. After treatment, the student may return to school with limited nits at the discretion of the school nurse. **The parents must accompany the child back to school and report to the clinic before attending class.** The parent/guardian shall remain with the student until the school nurse has checked the student's hair and the student is readmitted to the classroom. Once the student is readmitted to the classroom, he/she may return to riding the bus. If live lice are identified the student will be sent home again with the parent.

Bed Bugs

Monroe-Gregg School District has protocols in place to prevent the transmission of bed bugs. Any cases of bed bugs in the home should be reported to the clinic.

Prescription Medication

Students are to bring all medication to the clinic at the start of the school day. Only those medications that are medically necessary during school hours or written in an IEP will be administered during the school day. Prescription medication must be sent in the original container with the original prescription label intact and be accompanied by a complete Prescription Medication and Hold Harmless Release Form.

Pursuant to Indiana Code 20-33-8-13, a student with an acute or chronic disease or medical condition may possess and self-administer medication on an emergency basis while on school grounds or off school grounds at a school activity, function, or event. In order for the student to self-carry medication, primary care provider authorization on the Prescription Medication and Hold Harmless Release Form is required each school year.

Over the Counter Medications

Acetaminophen, Ibuprofen, and Tums are available in the clinic. These can be given at the discretion of the school nurse to any student who has permission. Any additional over-the-counter medications (including cough drops) will be kept in the clinic and need to be supplied by the parent. All over-the-counter permission is provided via SchoolCare or written request from parent/guardian. All medication must be in the original unopened container and will be given according to the directions on the bottle and dosage needs that are appropriate for the age and weight of the student. If the dosage exceeds recommendations, permission must be granted from a primary care provider. All medication brought from home that needs to be given during the school day must be FDA approved with the exception of cough drops and lactase enzyme (e.g. Lactaid). Medications that are not FDA approved can be reviewed by the school medical director for approval on an as needed basis. Over-the-counter medications sent into school will be kept until the end of the school year unless directed otherwise.

Transporting Medications

Students may transport non-controlled substance medications to and from school with written authorization as long as they are brought directly to the school nurse and not removed from personal possessions prior to that time. At the end of the year, if indicated on the authorization form, any unused medications may be sent home with the student. If authorization is not granted and the medications are not picked up by a parent or guardian, they will be disposed of at the end of the last day of student attendance.

Pursuant to Indiana Code 20-33-8-13, Medications that are listed as controlled substances, including narcotic pain medications and many ADHD medications, are not permitted to be carried or transported by any student in Monroe-Gregg School District and must be delivered directly to the school nurse. Any leftover medication may be picked up directly by a parent/guardian, after the

medication has been counted by the School Nurse and the parent/guardian to verify the amount being given to the parent/guardian.

Immunizations

MGSD requires the parent of a student who has enrolled in the school to furnish not later than the first day of school, a written statement of the student's immunization record. Students with incomplete immunization records or who do not meet immunization requirements set forth by the Indiana State Department of Health will be subject to exclusion 20 days from the start of school pursuant to Indiana Code 20-34-4-5. Questions regarding immunizations should be directed to the School Nurse.

HEALTH SCREENINGS

Hearing Screening

Indiana Code 20-34-3-14 states that all school corporations shall conduct annual hearing tests on all students in grades 1, 4, 7, and 10. In addition, all students who are new to the corporation will be tested. Students with known hearing losses and/or with history of ear problems will be monitored and tested during the year. Any student, upon request by parents and/or school staff will be tested.

Two types of tests may be given: an Audiogram, which is a pure tone test that indicates how well a person, hears various sounds and a Tympanogram, which gives information relative to possible medical problems involving the middle ear. If a problem is identified, parents will be notified of the test results and recommendations.

Vision Screening

Indiana Code 20-34-3-14 states that all school corporations shall conduct annually screening tests of the visual acuity of all children in grades K or 1, 3, 5, and 8. Other children suspected of having a visual defect will also be screened. Local eye care professionals, school nurses, and/or parent volunteers may screen students. If a problem is identified, parents will be notified of the test results and recommendations.

WELLNESS POLICY

The goal of the Monroe-Gregg School District Wellness Policy is to provide students access to healthy foods and beverages; provide opportunities for developmentally appropriate physical activity; and require that all meals served by the school corporation meet or exceed the federal nutritional guidelines issued by the U.S. Department of Agriculture. The M-GSD Wellness Committee meets bi-annually and consists of teachers, administrators, parents and students. The complete M-GSD Wellness Policy can be found on the district website.

SPECIAL EDUCATION

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

- Has a mental or physical impairment that substantially limits one or more major life activities;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

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

Free and Appropriate Public Education
Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).
A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact Nate Dilley, Director of Special Education, (ext. 2215).

HOMELESS STUDENTS

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack or proof of residency.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The District maintains many student records including both directory information and confidential information.
Directory information includes: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; or scholarships.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may review Policy 8330 - Student Records.

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

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stated otherwise by court order. In the case of adult students (individuals eighteen (18) and older), parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

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

The administration may disclose personally identifiable information from education records without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by Board policy and Federal law.

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

- Political affiliations or beliefs of the student or the student's parents;
- Mental or psychological problems of the student or the student's family;
- Sexual behavior or attitudes;
- Illegal, antisocial, self-incriminating or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made. The parent may access the following: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and the administration of any survey by a third party that contains one or more of the items described above.
The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CAFETERIA SERVICES

There are two types of serving lines available to students. The first line consists of traditional "type A" lunch and "ala carte" items, while the second line consists of "ala carte" items only.

1. Every student has his/her own lunch account with his/her own lunch account number. This number is received when students register for their first day of school, and they will keep this number until they graduate.
2. Lunch money should be deposited into the locked collection boxes, which are located at the school entrances. Collection boxes will be emptied daily at 8:30am and the money will be applied to student accounts. Lunch lines move faster when money is applied to accounts before lunch.
3. Lunch accounts may be viewed on-line by going to www.m-gsd.org and using the online Record Keeping System. You must have your student's Username and Password, which is available through the Technology Department.
4. The High School and Middle School have a "no change" policy in effect for the purchase of lunch. No change will be given when money is received by the cashier.

Contact M-GSD Food Services Director: Sarah Wagner (swagner@m-gsd.org)

Online Payment

If you would like to make a deposit to your student's lunch account online, begin by logging into that student's Skyward account. If you have multiple students, you will have to log into each of their accounts separately for the different deposits. Please remember that RevTrak charges $2.00 for every payment made through the online system.

1. Click on Food Service, located on the left side menu.
2. Click on Make a Payment.
3. Enter the amount of payment you wish to deposit.
4. Click on MGSD RevTrak.
5. Click on Go to Check Out.
6. Follow the prompts.

Applying Online for Free and Reduced Lunch and Textbook Benefits

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. This can be done during the online registration process at the beginning of each school year or throughout the year by accessing your student's Skyward account.

1. After logging into Skyward, click on Food Service, located on the left side menu.
2. Click on Applications.
3. To apply for benefits online, click Add Application and follow the prompts.
4. To apply for benefits by a paper application, click on Print Application, then bring the completed form to your school's Main Office.

Cafeteria Regulations

Students need to understand the following guidelines with regard to the cafeteria during lunch:

1. All students are responsible to report to the cafeteria during their assigned lunch period;
2. Students are not allowed to leave the cafeteria area without permission from a lunch supervisor;
3. Students are expected to sit in a seat at a table.
4. Students are required to throw away all trash and return their tray to the wash area. Tables should be clean and clear of trash and food in order for the next group of students
5. Any school employee in the cafeteria has the same authority as a teacher. Defiance or disrespect will result in disciplinary consequences;
6. Due to safety concerns for a rapid exit in case of an emergency, backpacks and bookbags are not allowed in the lunchroom during lunch periods.

CHROMEBOOKS (ONE2ONE)

This school year, each student will receive a school-issued device. This device will be assigned to the student and will be used each day in class, at home to complete assignments, during extended absences, or in the event the school is closed for any reason (inclement weather, health and wellness, etc.). The rental for the device will be $70 per year. **I**n order to receive the Chromebook**,** each student must have on file a completed One2One Risk Solutions damage waiver and payment process. This process will help secure costs in the event that the Chromebook is damaged, lost, or stolen. Students in grades 9, 10, and 11 will be permitted to use their Chromebook over the summer break while students in grade 12 will be required to return their Chromebook on the last day of the school year.

STUDENT VALUABLES

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

FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, earthquake and other safety drills will be conducted throughout the year. These drills are to acquaint students with quick, orderly movement to positions of safety in the event that an actual emergency should exist.
Fire drills are noted by a continuous ringing of the bell system. Tornado alerts are conducted upon the intermittent sounding of the same bell system or verbal directive over the public address system. Safety drills are announced as verbal directives.

- Hold / Secure – Hold and secure the perimeter: Hold is called when there is a threat or hazard outside of the school building.
- Lockdown – Locks, lights, out of sight: Lockdown is called when there is a threat or hazard inside of the school building.
- Evacuate – To the announced area: Evacuate is called to move students and staff from one location to another.
- Shelter – Using the announced type and method: Shelter is called when the need for personal protection is necessary.

EMERGENCY CLOSINGS AND DELAYS

From time to time during the winter months it becomes necessary to close or delay school due to inclement weather. The decision to close or delay school will almost always be made by 6:00 AM on the day school is to be closed and if possible, the evening before. M-GSD has an Alert Now system, which will inform parents of closings, delays, and early dismissal information. Parents and students are also encouraged to listen to the following radio and television stations for news of school closings:

Television: WISH Channel 4
WRTV Channel 6
WTTV Channel 8
WTHR Channel 13
WXIN Channel 59

Radio: WCBK 102.3 FM

ANNOUNCEMENTS AND BULLETIN BOARD USE

All posters and announcements must be approved by the office before display. Daily announcements will be made during period 1. Student activities announcements must carry the signature of approval from the sponsor. The public address system will only be used for emergency and unavoidable changes in the afternoons.

CLASS RINGS

In the fall of the year, students are given the opportunity to purchase class rings, which are delivered during the second semester. A deposit is required when ordering, with the balance due upon delivery. Monrovia High School works exclusively with Mr. Brad Long of Jostens, Inc. who also provides Caps, Gowns, and Announcements for Monrovia High School Seniors.

EMANCIPATED STUDENTS

Legal emancipation is the result of a court action. Emancipated status requires that students eighteen (18) years of age be totally self-supporting. They may not accept any shelter or support from their parent(s) or guardian(s). Emancipated students are, in every way, living independently from their parent(s) or guardian(s). For the purpose of school contact, records procedures, disciplinary issues, and attendance procedures, only students who are legally emancipated will be permitted to assume that status. Students seeking emancipation must notify their counselor and speak to an administrator.

SAFETY AND SECURITY

Visitors and Guests

Only MHS students and employees have free access to the building. Visitors are generally not allowed in the building. This is an effort to ensure student safety and eliminate distractions to the educational process. All visitors must enter the building at the main entrance, door #3, and proceed immediately to the main office. Visitors will be asked to provide a driver's license or state issued ID. If the visitor will be proceeding past the main office, he/she will be issued a visitor's badge to be displayed while in the building. Before exiting the building, visitors must pass through the main office to return their badge to the secretary.

- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- 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 and should not be propped open using any type of material.

- Students are not to open exterior doors for others and are expected to immediately report any individuals trying to gain entry by any means other than through the Main Entrance.
- 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 s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience.
- Students may not bring visitors to school without prior approval from the administration.

Video Surveillance
The District may utilize video surveillance and electronic monitoring in order to protect District property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. Since this video is considered part of a student's record, they can be viewed only in accordance with Federal law.

USE OF THE LIBRARY (MEDIA CENTER)
Courtesy and appropriate behavior is expected when students are in the library. Failure to comply with this expectation could cause a student to lose the privilege of using the library for the remainder of the current grading period. The purpose of the library is to provide as broad a selection as possible of computer access, books, periodicals, and other materials for reference and reading.

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 each semester.

TOBACCO – FREE CAMPUS
Monroe – Gregg School District is a Tobacco-Free Campus. DEFINITION - For the purpose of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other tobacco product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. This definition also includes any nicotine-delivery system such as e-cigarette products. No Student is permitted to possess a tobacco/nicotine product.
No student, staff member, or school visitor is permitted to smoke, inhale, dip, or chew tobacco at any time, including non-school hours:
- In any building, facility, or vehicle owned, leased, rented, or chartered by the state/district/school
- On school grounds, athletic grounds, or parking lots;
- At any school-sponsored event off campus.

TELEPHONES
Telephones are available in the main office for student use only on an emergency basis. Students will not be called from class unless a parent phones with an emergency situation.

GUIDANCE SERVICES
Guidance counselors are available throughout the school day. Students should sign up in the guidance reception area if they desire to see a counselor. Indicate name, grade, and the nature of the discussion if possible. Counselors will then call the students from class as time allows. Urgent problems may create priority on the list. Students should feel free to discuss problems of classes, grades, course selection, vocational or college opportunities, or items relating to personal welfare if desired.

STUDENT STRESS POLICY
Any student who has either verbally or nonverbally communicated about suicide shall be reported to the principal or counselor immediately so that parents may then be informed.

PUBLICATIONS
The Yearbook is published each year with the assistance of a faculty advisor. Reporting, writing, photographing, and layouts are done by students who have completed a class in journalism prior to electing these classes.

STUDENT ASSISTANCE PROGRAM
Philosophy
Monroe-Gregg School Corporation recognizes that many influences outside of school may interfere with student's personal and social development and educational attainment. The harmful effects of substance abuse impact students, teachers, families, and the community. The corporation also realizes that a number of other issues exist that negatively affect behavior and interfere with students' ability to learn. These exist in relationship to substance abuse and include absenteeism, truancy, classroom disruption, pregnancy, vandalism, depression, and physical or sexual abuse.

M-GSD believes that parents are primarily responsible for the welfare of their children. However, the corporation must help when the parents cannot if it is to fulfill its mission of providing a quality education and assist its students in becoming a productive member of society. Therefore, Monroe-Gregg will institute a student assistance program that will include diversified services including: prevention, identification, intervention and aftercare to meet the individual needs of all students.
The program will make parents, school staff, administration, and members of the community, active partners in the formation, implementation, and maintenance of the program. An organized personnel training plan will exist and parent participation will be encouraged. Monroe-Gregg School District believes that the assistance program must be perceived by students as a non-threatening, highly confidential process whose primary purpose is to meet their needs so that they will be free to take full advantage of their educational opportunities.
The program will further earn the confidence of students and parents by humanely viewing drug/alcohol dependency as a treatable illness while fairly and consistently enforcing all policies and regulations regarding student conduct.

Purpose
The general purpose of the program is to assure that any student who has a personal problem relating to chemical dependency or abuse or to any other issue will be provided an opportunity to seek professional assistance. Many personal problems can be successfully dealt with and resolved if assistance is offered at an early stage and referral is made to an appropriate type of assistance.

Core Team Component
Although the SAP appears to have drug and alcohol issues as primary concern, the program also addresses many difficult aspects of student life. In grades 9-12, the principal component of the SAP is the Core Team. This consists of five staff members who are or will be trained in drug and alcohol issues. The team will consist of the following: Assistant Principal, Principal, Counselor, Teacher/Coach, School Nurse, and Core Team Coordinator.

Identification
As mentioned earlier, students may be referred to the Student Assistance Program by the staff, community by a parent, or another student. Students may also make self-referrals. It shall be the policy of Monrovia High School to provide an intervention process designed to interrupt problem behavior of the students. Intervention strategies will be initiated under the following circumstances:
1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Students breaking rules outlined in the student policy requiring disciplinary action.

Referrals
Any student referred to the Student Assistance Program other than for disciplinary reasons shall have a referral form completed by the referring party. When necessary a Core Team member may assist the referring party in completing this requirement. The Core Team will make a recommendation based on all of the available information provided to them.

Acceptance of Assistance Voluntary
Student participation in the Student Assistance Program is voluntary. The decision to accept or request assistance from the SAP will be voluntary on the part of the student. All students, whether participating in the Student Assistance Program or not will be expected to meet all school rules governing student conduct and academic performance.

Expenses
Services or materials provided by the school will be at no cost to the student. Services that are provided by personnel or agencies outside the school system will be paid by the student, his/her parents, or guardians. The school will not be responsible for payment of incurred costs.

Support Groups
Monrovia High School recognizes the importance of support groups for students experiencing problems either personal or substance abuse related. The following support groups will be established for the following areas:
1. Students concerned about others' use.
2. Students concerned about their own use.
3. Students who have received some type of treatment.
4. Students experiencing family problems.
5. Students experiencing bereavement.

Parents and Community
The Monroe-Gregg School District recognizes the importance of involving parents and the community in the education of our students. Parents will be given the opportunity to participate in the Safe Home Program. The Safe Home Program allows parents

an excellent resource as well as a chance to engage in a network of informed district patrons. This network will allow parents to work together to encourage healthful decision-making skills by our young people.
The key element in the program is the establishment of a parental network of persons who pledge to provide a drug and alcohol free home environment.
Other components include: The commitment to communication between other pledge parents regarding social events in the community, the guarantee of drug and alcohol free parties in the home, allowing the parent's name to appear in local publications as a Safe Home Parent (phone number not included.), and allowing the parent's name and phone number to appear on a list of Safe Home Parents, a copy of which will be distributed to all members.

One Sensible Solution / Adult & Child
In extenuating circumstances, students may have access to an on – site therapist employed by One Sensible Solution or Adult & Child. All therapists hold degrees in either psychotherapy and/or social work. They offer home – based, community – based, individual, family, and group therapy. Contact is made through a student's guidance counselor and requires parent/guardian permission before being seen. One Sensible Solution accepts Medicaid, Medicare, and Private insurance, the School District is not financially responsible for these services.

SECTION II – ACADEMICS

CLASS SCHEDULES
Counselors meet with students early in the second semester to assist in selecting classes for the next year. All students new to Monroe-Gregg are given a listing of courses offered. This booklet lists courses, class prerequisites, credit values, grade level entry and a short description of each course. Students should select their courses carefully as selections made determine the schedule created.

FOUR-YEAR PLAN SHEET
Each student enrolling for the freshman year begins a plan sheet that will carry through until he/she has graduated. Every year when the following year's schedule is being created the card is updated with courses taken and planned.

SUMMER SCHOOL ENROLLMENT
Monrovia High School only offers courses during the summer through Indiana Online. SEE **https://indianaonline.org/summer-school/** Other classes desired and taken elsewhere must have prior approval of the class by the Guidance Department and Principal. Other courses would be considered on an individual basis.

REPEATING A COURSE (AUDIT)
1. Students must repeat a failed course that is required for graduation.
2. Students may choose to repeat or audit any course in which they have received a D+, D, D-, F, or WF.
3. If a student fails a required course, he/she may retake the course in summer school (IOA or Edmentum) and/or through the credit recovery program at MHS and/or through Monrovia Night School.

MONROVIA NIGHT SCHOOL
Monrovia offers a night school program intended for any high school students enrolled in day school wishing to recover credits that will not fit into the daily schedule, graduate early, or adults needing to obtain a high school diploma past their graduation date. It is an internet-based curriculum that requires participation both on and off campus. Classes meet on school grounds twice a week for four-hour sessions. Entry into the program requires an application that will be submitted to and reviewed by the Alternative Education Committee. Student acceptance will be on a case-by-case basis. For more information you may visit **https://mit.m-gsd.org/our-school** and click on the "Night School" tab

MONROVIA SCHOOL OF INTEGRATED TECHNOLOGY **https://mit.m-gsd.org/our-school**
Monrovia School of Integrated Technology (MIT) serves as an alternative high school option for current juniors and seniors at Monrovia High School. MIT is located as a "school within a school" at the MHS building. MIT students attend school for three hours a day during a morning session or an afternoon session. MIT also includes a School to Work component for students who are employed. MIT coursework is primarily based with online classes geared toward Mastery Learning and guided by current Indiana State Standards. Students who enroll in MIT will remain in the alternative school setting and do not return to enrollment at MHS. When students have completed all requirements for graduation, they will receive an MHS diploma and can participate in the MHS graduation ceremony. Students interested in applying to MIT should begin by printing out an application online at **https://mit.m-gsd.org/our-school**. Applications are located under the "Alternative School" tab. Applications are also available in the MHS Guidance Office. Completed applications should be returned to the MHS Guidance Office. The Alternative Education Committee will review each application and determine if alternative school is an appropriate placement based on each

student's individual need and circumstance. If the student is accepted into the program, the MIT Coordinator will hold a meeting with each parent/guardian prior to the student attending MIT.

MONROVIA VIRTUAL ACADEMY https://www.m-gsd.org/our-schools/monrovia-virtual-academy

We're happy to announce that Monroe-Gregg School District will be offering a virtual learning option for students in grades 6-12. This program is designed to nurture your child's academic growth while offering the convenience your family needs. With personalized learning schedules and a supportive online setting, students can learn from home while staying connected and engaged. It's a convenient and dependable option for families looking for something that fits their lifestyle. Interested families can initiate the process by completing a MVA application at the link above.

SCHEDULE CHANGE REQUEST POLICY

During announced days prior to the opening of school, contact the Guidance Department for these situations:

1. Correct any clerical and/or computer errors on your schedule.
2. Initiate reworking of schedules of seniors that could not graduate with the present schedule.
3. Change a schedule to include the retaking of a class failed in previous year.

During these days we will accept change requests from any grade level. Whether the changes are approved may depend entirely upon whether the change can be accomplished with the same period and/or upon current enrollment in the classes.

After School Has Opened - Change requests are limited to the first three days for the situations that follow:

1. Correct any clerical and/or computer errors.
2. Senior schedules may be reworked if the present schedule cannot result in graduation. Approval for change requests will be contingent upon the reason for the requests, the size of the class to be dropped and/or added, the action's effect upon the overall class selections of the student.

Changes for Second Semester - Change requests will be accepted from all grade levels during the first three (3) days of January for the situations listed below:

1. Correct any clerical and/or computer errors.
2. Senior schedules may be reworked if the present schedule cannot result in graduation.
3. Add a class previously failed during the same period of a scheduled study hall or in place of one semester class.
4. All additions and deletions will be subject to consideration of class size.
5. Except under very special circumstances - any student, who withdraws from a class after the first week, whether by choice or disciplinary action, will receive a W/F as a semester final grade for that class.

HOMEWORK POLICY

We believe that successful student achievement can be enhanced with school work and homework for the benefit of the student. Further, we believe that homework can have a positive effect on achievement. We feel if parents and teachers will work together on assigning and monitoring homework, it will help improve the home-school partnership.

Philosophy

Homework is a cost effective instruction technique. It can have positive effects on achievement and character development and can serve as a vital link between the school and family. Homework should have different purposes at different grades. It should foster positive attitudes, habits, character traits, and facilitate knowledge acquisition in specific topics. Homework can assist schools in emphasizing the partnership needed between the home and school in the educational process of students. Homework can teach the student to accept responsibility, help him develop self-reliance in his work and improve study skills and work habits.

Teacher's Role

Homework should:

- Be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- Help students learn by providing practice in the development of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- Help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- Be based on the ability and needs of the student, taking into account the number, frequency, and degree of difficulty of assignments.
- Be a valid educational tool, assigned with clear direction and its product carefully evaluated.
- Always serve a valid learning purpose; it should never be used as a punitive measure.

Student's Role
Students should:

- Clarify with the teacher any questions pertaining to the instructions before leaving the class, its purpose, when it is due and how it should be done.
- Take home all homework assignments, books, materials and information needed to complete the assignments.
- Write down homework assignments when given.
- Establish a time and place at home to work on homework. Choose a quiet area and ask other family members to respect your need for privacy.
- Budget time for homework and other activities due to the great demand of time for both academic homework and other activities
- Students are responsible for checking with teachers to make sure they are aware of all assignments the teacher has issued. Use of an agenda is recommended.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Unless exempted, each student will be expected to participate in the School Day SAT. The SAT will be administered to all juniors and is required by the State Board of Education. 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. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance office.

GRADUATION REQUIREMENTS

Monrovia High School complies with the required number and type of courses as specified by the Indiana Department of Education for diploma types. For further information from the DOE, please visit this link: ***DOE Graduation Requirements*****.**

ACADEMIC HONORS DIPLOMA

The purpose of the Academic Honors diploma is to encourage and reward students who pursue a rigorous, advanced course of study. Earning this diploma requires students to complete a curriculum of specific courses that will prepare students for the rigor of college coursework. It encompasses a wide variety of study and is intended to be available to a broad range of students. The awarding of the Academic Honors Diploma must be noted on the student's transcript.

ADVANCED PLACEMENT COURSES

Public post-secondary institutions will award credit to students who score "3" or higher on The College Board Advanced Placement Tests. Students electing an Advanced Placement course are required to take the national exam at the end of the second semester. Failure to take this exam will result in failure to receive credit for the second semester. Should a student elect an Advanced Placement or Dual Credit Course and determine that the course exceeds his or her academic needs, he or she may drop the course within the first two weeks of the semester.

CLASS RANK

The cumulative grade points of all the students in each class are listed in order. The highest grade point is the number one and so on down the list. This ranking is done each semester in grades 9-11 and after the seventh semester for seniors.

COMMENCEMENT

To become eligible for graduation and the commencement exercises a student must meet all requirements set forth by the Monroe-Gregg School District and the State of Indiana.

1. A student who is under suspension, expulsion, or exclusion at the time of graduation may not participate in commencement ceremonies.
2. Graduating students must have a completed SENIOR CHECKLIST on file in the principal's office by the last day of senior's final exams and must attend commencement practice to be able to go through the commencement ceremony.
3. A student must have completed all school and IDOE requirements for graduation in order to participate in the commencement exercises.
4. Diplomas shall be awarded only at the conclusion of the school year.
5. Students who complete graduation requirements after their eighth semester by correspondence or summer school will receive their diploma upon successful completion of these requirements and proper notification of the completion of these requirements.

A student may be denied participation in Commencement Exercises when personal conduct warrants.

SEVENTH SEMESTER GRADUATION

Graduation may be achieved after seven semesters. This must be planned when the classes are being elected for a student's senior year. A form requesting this must be filed containing both student and parent signatures. A mid-year graduate may participate in end-of-the-year senior activities. Participation in graduation exercises requires attendance at scheduled practices. Mid-year graduates are not eligible for Valedictorian or Salutatorian honors which are given at the end of the year..

EARLY GRADUATION

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a State early graduation scholarship subject to the provisions of Indiana Statutes.

VALEDICTORIAN AND SALUTATORIAN

Every year the graduating senior with the highest cumulative grade point is recognized as the class Valedictorian. The student with the next highest cumulative grade point average is named Salutatorian. Only eight semester graduates are eligible for consideration of this honor. A student must have attended Monrovia H.S. for at least 7 semesters to be considered for Valedictorian and Salutatorian. These awards carry a special medallion to be worn over the graduation robe.

SENIOR CLASS RANKING

Each student in the top ten of the graduating class (completing eight semesters) is honored with a medallion. These honorees are taken from the seventh semester rank list. There are no replacements of those who are ineligible due to seventh semester graduation. Seventh semester grades are used to establish final class rank and cumulative GPA. These are often requested by colleges even after acceptance has been granted.

GRADE REPORTS

At the conclusion of each semester, a grade report is issued to the students. The two grading period letter grades plus the semester exam letter grade are used to determine the final semester letter grade. Grade reports will be distributed following the end of a grading period. The student is responsible to hand deliver grade reports to his/her parent(s) or guardian(s). Unclaimed grade reports will be returned to the guidance office. Thus, if a student is absent on the day when grade reports are distributed, he/she should claim their grade report from the guidance office on the day of his/her return. The final grade report of the school year will be mailed home.

SKYWARD ACCESS

Skyward is the student management system utilized by the Monroe-Gregg School District. Students and parents are issued login information at the beginning of each year and are encouraged to monitor grades on a daily basis.

NATIONAL HONOR SOCIETY

Sophomores, juniors, and seniors, who have demonstrated outstanding scholastic ability, as well as excellence in the areas of leadership, service and character, are recognized through membership in the Honor Society. To be eligible for the Honor Society a student must have attended Monrovia High School for one semester and have received no administrative referrals during the current school year. In addition, an overall grade point average of 3.3 must be achieved and maintained. Those who are eligible will be evaluated according to the National Bylaws and on the basis of leadership, service and character. Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. Members who fall below the standards which were the basis for their selection shall be warned in writing by the Chapter Advisor and given one semester to correct the deficiency. In the case of flagrant violations of school rules or civil laws, a member does not necessarily have to be warned before removal from the Honor Society. In all cases of impending dismissal, a member shall have a right to a hearing before the Faculty Council. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals in the school district.

INCOMPLETE GRADES

A student who, because of an absence, is unable to complete all make-up work before the end of the grading period, may be given an "I". When the work is completed and the teacher turns in the grade, it will appear correctly on the next issue of the grade report. Incomplete grades are to be made up within two weeks after the end of the grading period. Failure to make up the work will result in the student's incomplete grade being converted into a grade of F.

SEMESTER EXAM WEEK

Semester exams will be administered during the last week of each semester. A final exam schedule is made available prior to final exam week. Pre-arranged absences are not allowed during exam week. Students are to remain in their classroom for the entire exam time. Exams are given only at the scheduled time designated by the administration. Seniors/Early-Grads will have the opportunity to take their spring semester final exams up to 1 week early if they are in good academic standing with grades and attendance.

SCHOLARSHIPS AND AWARDS

Each year several organizations offer awards and scholarships to graduating seniors. Most of these are presented at the Senior Award Program.

PERMANENT SCHOOL RECORDS

An academic record is kept on file in the guidance office for each student showing the final grade for each semester in every class that receives high school credit. The total number of absences each year is recorded, along with the cumulative grade point average and class rank at the end of each semester. These facts are utilized whenever recommendations are required by colleges or prospective employers.

LITERATURE DISCLOSURE

The literature taught in Monrovia High School English classes is intentionally chosen to promote critical thinking, nurture character development and inform evolving perspectives within a historical context. Occasionally literature may contain controversial topics or language. English class is a forum for healthy discussion and analysis of these potentially sensitive topics. Literature is essential to student growth, not only academically, but also as a catalyst for forming their own opinions about the world.

GRADE POINT AVERAGE

To calculate a cumulative grade point, the semester final grade of each full-credit class is assigned a point valuation as indicated under the grading scale section. This total is then divided by the number of credits attempted, with the results being carried out three decimal places. This calculation is done for each student after each semester. The grade point average system at Monrovia High School is shown below. The points assigned are used in computing grade point average.

A	=	4.0	
A-	=	3.7	Excellent
B+	=	3.3	
B	=	3.0	Above Average
B-	=	2.7	
C+	=	2.3	
C	=	2.0	Average
C-	=	1.7	
D+	=	1.3	
D	=	1.0	Below Average
D-	=	.7	
F	=	0	Failure
WF	=	0	Withdrawal/Failure
I	=	0	Incomplete Grade

- AP Calculus, AP Biology, AP English 12, AP English 11, AP U.S. History, AP Computer Science, AP Music Theory, AP Spanish, and AP Physics will be offered to students meeting prerequisites and will be weighted by **1.0 quality points** (added to earned grade quality points) per semester.
- Courses listed as Honors Courses will be weighted by **0.5 quality points** (added to earned grade quality points) per semester which also includes Dual Credit courses offered through live learning on the MHS campus (Entrepreneurship and Ag. Business).

COURSES TAKEN IN MIDDLE SCHOOL FOR HIGH SCHOOL CREDIT

High school credit will be awarded to middle school students who complete high school courses while in middle school. The courses will appear on the student's high school transcript, and the grades will factor into the cumulative GPA. Students may also repeat these courses for a higher grade or decline the credit before February 1st of their freshmen year.

CLASSROOM GRADING SCALE

The following scale is issued in all classrooms to compute grades within each nine weeks grading period.

94 - 100	A	74 - 77	C
90 - 93	A-	70 - 73	C-
88 - 89	B+	68 - 69	D+
84 - 87	B	64 - 67	D
80 - 83	B-	60 - 63	D-
78 - 79	C+	0 - 59	F

SEMESTER GRADES

The determination of a student's semester grade is calculated by adding together two times the 1st nine weeks percentage, two times the 2nd nine weeks percentage, and the percentage on the final exam. This total is then divided by 5. The resulting quotient is assigned a letter grade based on the classroom grading scale above and is reflected on the student's transcript as the semester grade. All students are required to take the final exam offered in each class; failure to do so will be detrimental to the semester grade. A combination of two passing percentages does **NOT** guarantee a passing semester grade.

Semester Grade Formula

Semester grade = 2 (1st 9 weeks percentage) + 2 (2nd 9 weeks percentage) + final exam percentage

ACADEMIC RECOGNITION PROGRAM

It is the philosophy of the Academic Awards program that a student needs to be involved in school activities where they can exhibit leadership in and out of the classroom. In order to obtain an academic award, the student must do more than excel academically.

I. CRITERIA AND PROCEDURE

a. The principal shall annually review the criteria and procedures for Academic Awards.
b. The Award Council will discuss and decide on any changes to the award criteria and procedures.
c. The Award Council shall be a minimum of three (3) teachers and the principal or his designee.

II. AWARDS

a. A student that applies with an accumulated twenty-five (25) points for the given school year will receive an Academic Certificate.
b. A student that applies with an accumulated fifty (50) points for the given school year will receive an Academic Pin.
c. A student that applies with an accumulated seventy-five (75) points for the given school year will receive an Academic Letter. More than one letter may be earned during a student's academic career.

III. ELIGIBILITY

a. Students may not have a 'C-' during their first three nine-week grading periods or the first semester.
b. Students must be enrolled in a minimum of five (5) academic grade-bearing classes.

AWARD CRITERIA

Points for Academic Awards may be earned on the following scale:

I. GRADES
   a. Two (2) points for each 'A' earned in the first three nine-week grading periods and first semester.
   b. One (1) point for each 'B' earned in the first three nine-week grading periods and first semester.

II. CLASS RANK (TOP 10)
   a. Ten (10) points for being ranked first in your class.
   b. Nine (9) points for being ranked second in your class.
   c. Eight (8) points for being ranked third in your class.
   d. Seven (7) points for being ranked fourth in your class.
   e. Six (6) points for being ranked fifth in your class.
   f. Five (5) points for being ranked sixth in your class.
   g. Four (4) points for being ranked seventh in your class.
   h. Three (3) points for being ranked eighth in your class.
   i. Two (2) points for being ranked ninth in your class.
   j. One (1) point for being ranked tenth in your class.

III. ACADEMIC COURSE ENROLLMENT
   a. One (1) point for every Honors class (English, Pre-Cal, Anatomy/Physiology, Chemistry, 4th-year Foreign Language, Advanced Accounting, Psychology, Sociology, Finite/Statistics)
   b. Five (5) points for every AP course.

IV. ACADEMIC TEAMS
   a. Five (5) points for Spell Bowl participation.
   b. Ten (10) points for Quiz Bowl Varsity; five (5) points for Quiz Bowl reserve or team member status.
   c. Ten (10) points for Academic Super Bowl participation.

V. ASSOCIATIONS

a. Five (5) points for participation in National Honor Society.
b. Five (5) points for participation in 90% of all activities by Student Government, SADD Club, DECA, Robotics, FFA, Athletic Council

VI. AWARDS
a. Art Fair Award recipient
    i. Five (5) points for first place
    ii. Three (3) points for second place
    iii. One (1) point for third place
b. Five (5) points for McCracken Award
c. Five (5) points for FFA State competition qualifier
d. Five (5) points for Lugar Symposium representative
e. Five (5) points for VFW Speech contestant
f. Ten (10) points for Boy's/Girl's State representative
g. Five (5) points for Hoosier Scholar
h. Five (5) points for Lilly Endowment finalist
i. Five (5) points for ISSMA State Solo finalist
j. Two (2) points for ISSMA State Ensemble finalist
k. Five (5) points for IHSAA Academic All-Conference
l. Five (5) points for Eisenhower scholarship recipient or National Merit Semi-Finalist
m. Five (5) points for Indiana Academic All-Star/Rising Stars of Indiana

VII. PERFORMING ARTS PRODUCTIONS
a. Five (5) points for performer/student director/production staff
b. Five (5) points for member of the Jazz Band
c. Five (5) points for member of the Shooting Stars

VIII. LEADERSHIP
a. Students may earn up to five (5) points for leadership (officer, leader roles) should the Academic Council approve. Points will be awarded on a case by case basis.

IX. VOLUNTEERING – Students may earn up to five (5) points for volunteering efforts.
a. Students may earn up to five (5) points for volunteering efforts. Please list your organizations, time spent, number of days involved.

Any department may petition the Academic Council to have various subject events included for points up to 5 points. The Academic Awards Council will assign the number of points for each activity based on the petition.
Some examples of these might be:
1. English Achievement Day
2. Science Fair
3. Science Olympiad
4. Envirothon

Academic workshops or conferences may also be petitioned for points by the individual. The Academic Awards Council will assign one to ten points per approved activity. The points assigned will be based on the student's presentation to the council following the activity.

SECTION III – ATTENDANCE

ATTENDANCE PHILOSOPHY

A student's attendance is essential to learning. Learning includes not only factual subject matter, but also attendance habits, work habits, and attitudes. Poor attendance interrupts the educational process by impeding the continuity of the lessons presented 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 has the potential to interrupt the student's understanding of the material being presented.

COMPULSORY ATTENDANCE I.C. 20-33-2

Indiana Code mandates that the responsibility for a student to be present in school rests with the student and his/her parent(s)/legal guardian(s). The school will assist the parent(s)/legal guardian(s) and student in this responsibility. The cooperation of the student, the parent(s)/legal guardian(s) and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular attendance.

ATTENDANCE POLICY

Absences exceeding nine (9) days will result in recommendation for night school, MIT, or referred to a truant officer. Any student under 16 years old who misses more than nine (9) days will be referred directly to the Morgan County truancy officials. Any student 16 years old or older who misses more than nine (9) days without a medical excuse will be recommended to night school, MIT, or referred to a truant officer

CLASSIFICATION OF ABSENCES

Excused Absences

Excused absences should be defined as absences the school district regards as legitimate reasons for being out of school, as included in the school policy. These include the following:

- Illness verified by a call from a parent/guardian
- Illness verified by a note or call from a physician
- Attendance at a family funeral
- Absences related to maternity

1st Period Tardy Policy - RESETS EACH QUARTER

** Tardy = less than 20 minutes late to student's 1st period of the day
** Late = more than 20 minutes late to student's 1st period of the day

6th Unexcused Tardy	Parent Contact & Meet w/ Student to outline what is below
For Every 4 TARDIES after initial meeting	Makeup that class period during after-school detention hours (will always have 24 hour notice)
For Every 2 LATES after initial meeting	Makeup that class period during after-school detention hours (will always have 24 hour notice)
14thTardy	Parent Contact
20th Tardy for **SEMESTER**	W/D from 1st Period Class – No course credit

Unexcused Absences

An unexcused absence should be defined as any absence not covered under the school district's definition of excused or exempt absence. After a student's 9th absence in a semester, a parent/guardian must present medical documentation or court documentation to prevent their student from being considered habitually truant.

Exempt

Pursuant to I.C. § 20-33-2-14 through 17.7, a student is excused from attending school under some circumstances. Those circumstances include **serving as a page or honoree of the Indiana General Assembly, participating in an election, testifying in court under subpoena, serving with the National Guard for no more than ten days, serving with the civil air patrol for no more than five days, or state fair participation**. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and may not be penalized in any way by the school.

The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity meets the conditions set out in I.C. § 20-33-2-17.5.

A. All absences will be classified as excused or unexcused based on the above criteria.
   - Parents or guardians are required to contact the school on the morning of the absence, explaining the reason or purpose of absence.
   - Work that is missed will be addressed under the "Make-Up Work" section.

B. Days absent that will not count against the nine (9) days are considered exempt (see above).

All Absences other than exempt will count toward the nine (9) day limit.

C. Medical Absences while under a doctor's care require written verification presented before 9:00 AM the following day or upon return to school if it is the same day. Ben Davis students will return notes at 12:00 noon.
Medical appointments should be scheduled after 2:45 PM to minimize the amount of school missed. **Only one-half day will be allowed for most medical appointments.** Medical appointments should not be scheduled during semester test times. Exceptions need prior arrangements with the principal or administrative assistant.

NOTIFICATION OF ABSENCE

When a student is absent from school, a parent or guardian is to call the school at 317-996-2258 and report the following:

a) Student's name and grade
b) Relationship and Name of caller, and
c) Reason for absence

Calls are to be made before 7:30 AM on the day of the absence. The school will make every attempt to verify all absences the morning they occur.

SEMESTER SUMMARY OF ATTENDANCE PROCEDURE

- A nine (9) day limit of absences per semester will be enforced. This limit includes all absences other than those listed in the Exempt section of Absences.
- Due Process for the absences will be as follows:

5th absence: letter will be sent to the parents explaining the expulsion process and what will occur on the 10th day of absences. (This is a due process notification)

8th absence: Parents will be informed that the student is in jeopardy of being removed from their classes and recommended to night school, MIT, referred to a truant officer, etc. on their 10th absence.

10th absence: Student will be referred to a truant officer…evaluate for possible recommendation for night school, MIT, or MVA.

General Statements Regarding Attendance

1. Students exhibiting patterns of **repeated absences** may have the following corrective measures applied:

- When the student is absent from school, he/she must present a certificate from a licensed physician which states the reasons for the repeated absences.
- legal proceedings brought against the parent for educational neglect, or against the student for truancy
- loss of course credit which could result in retention in that grade or non-completion of the course
- loss of driver's license
- loss of work permit

After an investigation or inquiry is made by the school administration, guidance counselor, and/or attendance officer, the above corrective measures will be used in the case of excessive absences.

2. Students will be subject to discipline after being truant three (3) times from study hall.

3. A student who is late to school must sign in and receive a pass from the attendance office to be admitted to class.

4. Make-up work for an excused absence must be requested by the student upon returning to school or the grade will be marked with an "F" for the day missed. The teacher will make every effort to see that the student has an opportunity to make up the work.

5. Referral of a student with attendance problems may be made by a teacher to the counselor, the principal of the building, and/or the attendance officer. Once a referral is made to the attendance officer, legal action may be taken if attendance does not improve.

6. After accumulating ten (10) absences from one class, the student is at risk to receive credit for the course that semester. However, the student will be encouraged to remain in the class for the remainder of the semester and receive a withdrawal grade (N). If the student elects to remain in class after having accumulated more than ten (10) days of absence, he/she will be expected to do all class work required by the teacher. The student may be dropped from the class after continued absences or if he/she becomes a discipline problem. If withdrawn for these reasons, the student will receive a grade of (W/F) for the semester. The grade of "N" will not affect the grade point average, but the grade of "W/F" will be computed as "F." The loss of credit is serious and can ultimately have an effect on graduation. **Exception**: Students who are under sixteen (16) years of age will not be dropped from classes for excessive absences; they will be referred to probationary officials of the juvenile court as well as the Department of Child Services.

7. A student who is suspended from school for a disciplinary problem for any number of days will **NOT** have that number of days charged against the total of nine (9) per semester.

8. A student who is failing a class and has also accumulated ten (10) days of absence in a semester is at risk to receive a grade of (F) in that class.

Habitual Absence **I.C. 20-33-2-25**

Monroe – Gregg School District is required to report a child who is habitually absent from school to:

- An Intake Officer of the Juvenile Court **-OR-**
- The Department of Child Services

Habitual Truancy – A student truant from school **ten (10) days or more** within a school year **(UNEXCUSED absences ONLY)**

Chronic Absenteeism – A student absent from school for ten percent (10%) or more of a school year for **any** reason **(EXCUSED & UNEXCUSED)**. Our school year is one hundred – eighty (180) instructional days which equates to eighteen (18) school days per year or nine (9) school days per semester.

Consequences of habitual absence shall include but are not limited to:

- Suspension of driving permit/license privilege through the Bureau of Motor Vehicles
- Suspension/loss of work permit through the Department of Labor
- Referral to the Indiana Department of Child Services concerning lack of parental responsibility in providing proper care and supervision of a child
- Referral to the Morgan County Juvenile Department of the Prosecutor's Office
- Loss of course credit
- Loss of participation in School activities and events (No Activities List)
- Assignment to alternative placement

Pre-Arranged Absences

Whenever a student is going to be absent from school for a foreseeable reason, such as vacation, he/she must have a parent/guardian fill out a pre-arranged absence form, located in the Main Office, in advance. **No pre-arranged absences are granted when a student has accumulated nine (9) absences in a semester OR when the requested days would exceed that number**. Pre-arranged absences will be limited to **five (5) days per year**. Students are requested to submit the pre-arranged absence form at least a week in advance and should inform their teachers to receive their assignments for the absence period. Students may use one pre-arranged absence to obtain their driver's license. Pre-arranged absences do still count toward the attendance policy. It is the student's responsibility to make arrangements in advance concerning all details for making up missed tests and assignments.

School Sponsored Field Trips

Field trips are to be scheduled by teachers to broaden the experiences of the classroom activities. Students will be excused to go on field trips with verified written parental permission. This form must be turned in to the teacher before the trip is taken. Students are responsible for all work missed while on the field trip. A student may be excluded from any field trip if problems have occurred on previous trips or the student has had significant behavioral issues during the current school year. Any financial commitment lost due to the student behavioral issues is non-refundable. Any student who has missed nine (9) or more unexcused days, will not be able to attend field trips that require them to miss other classes. **These absences are EXEMPT (**do NOT count against you**).**

College/Technical School Visitations

A junior or senior may visit a post-secondary school where he/she is considering enrollment during a school day if it is pre-arranged and confirmed with the Guidance Department. These **two (2) days** will NOT count against attendance requirements. **These absences are EXEMPT (**do NOT count against you**).** Should a student make more than two visits, these days will NOT be exempt absences.

A college visit form, which may be obtained in the guidance office, is to be signed by the student's parent/guardian, and must be returned prior to the scheduled visit. Upon the student's return to Monrovia High School, he/she must turn in verification of the college visit to the Guidance Department. These regulations also apply to appointments made by coaches for athletes attempting to make college selection. Failure to follow this procedure will result in an un-exempt absence. No college visitations will be approved for freshmen and sophomores.

Professional Appointments

Parents/guardians are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. **If a student misses more than four (4) periods due to the appointment, it will be considered a full day absence**. Professional appointments should not be scheduled during semester test time. Exceptions need prior arrangements with the principal. Students should deliver notification from the office of the appointment with the date and time seen to the Main Office upon returning to school.

Extra/Co - Curricular Participation

The social development, extra/co - curricular activities of students are a vital part of the total educational program at Monrovia High School. Students who become involved in extra/co - curricular activities generally find school more interesting, challenging and personally more fulfilling. Activities such as athletics, musicals, band, choir, and academic contests, are intended to develop

interest, talents, leadership and organizational abilities. Students who participate in these areas are, by default, representing Monrovia High School in the community. It is an expectation that academic responsibilities are the highest priority on a student's list of participation. Students must be in attendance the **last four (4) periods of the day** to participate in an extra/co – curricular event/contest, unless prior approval by the Administration. The additional policies specific to student-athletes can be found the Athletic Handbook at **https://monroviaathletics.com/**

Prom
Prom is a formal dance held on the last Friday of April each school year. Juniors and seniors in good standing are allowed to attend with the purchase of a ticket. Students may invite any 9th – 12th grade Monrovia student or a 9th – 12th grade student enrolled in another school. Guests currently attending other school districts are required to fill out and return a Guest Form prior to picking up the Prom tickets. Guests who are not currently enrolled at another school district and are not yet twenty–one (21) years old may attend but must provide a copy of a state issued picture ID. Students attending Prom must be in attendance for at least four (4) periods of the day of Prom, if school is in session. Students will not be released without prior written approval from parent/guardian. The administration has the right to deny any student participation in the prom if a special circumstance arises. Special circumstances include: a) chronic truancy, b) chronic tardiness to class, c) excessive demerits, and d) excessive course failures.

Make Up Work
Students absent from school will be allowed to make up any work missed **unless the absence was due to truancy**. It is the student's responsibility to request assignments from teachers and will be allowed one (1) day per day absent to make up the assignments. Students neglecting to follow this procedure will receive zeros (0) for missed work. Guidance services are available only for extended illness of a week or more. It is the student's responsibility to collect any assignments missed when they return. Students serving a suspension will be allowed to receive make up work during the suspension.

SECTION IV – STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Monrovia High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.
The School has many student groups that are authorized by the School. It is the District's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Authorized groups include:

Co-Curricular Activities

Academic Team/Quiz Bowl		Honor Society	Theatre Arts	FFA	GLAM
Student Government	All Choirs	All Bands	Science Club		International Club
FCA	Foreign Language Clubs	Color Guards	Radio/TV Broadcasting		
Students for the School	SADD Club	Yearbook	Robotics		
Sunshine Club	DECA	Board Gaming	Student Athletic Advisory Council		
Drama Club	Spell Bowl	Young Democrats	Future Republicans		

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

Extra-Curricular Athletics

Fall	**Winter**	**Spring**
Football	B/G Basketball	Baseball
B/G Cross Country	B/G Wrestling	Softball
B/G Soccer	Cheerleading	Boys Golf
Girls Volleyball		B/G Track & Field
Girls Golf		Boys Volleyball
Cheerleading		

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that 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.
Only District sponsored organizations may use the name of the School or School mascot.

ATHLETICS

Monrovia High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. For further information, contact **Mr. DJ Smith**, the Athletic Director, at dsmith@m-gsd.org OR **(317) 996 – 2258 extension 2006**. Visit our athletics website, https://monroviaathletics.com/

MONROVIA HIGH SCHOOL DRUG TESTING PROGRAM

A program of deterrence will be instituted as a proactive approach to a drug free school. Through driving or participation in extracurricular and co-curricular 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 threefold:

1. Provide for the health and safety of students;
2. Undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs;
3. Encourage students who use drugs to participate in drug treatment programs.

Students involved in extra and co-curricular 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 school activities while he/she has drug residues in his/her body, and 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 result of any verified "positive" test conducted by his/her school under this program other than stated therein.

Reasonable Suspicion

This program will not affect the policies, practices, or rights of the School District in dealing with drug, alcohol, or tobacco possession/use where reasonable suspicion is obtained by means other than random sampling provided herein. The administration shall have the authority to require any student to submit to a chemical or mechanical test of the student's breath or urine if the administration has reasonable suspicion to believe the student is using or under the influence of any drug. ***For use in Monroe – Gregg School District policies, a drug is defined as any substance/look alike that causes impairment such as: controlled substances, prescription medication, over-the-counter, natural intoxicants, or impairing chemicals.***

Reasonable suspicion may arise from the following:

1. The student's physical appearance and/or odor indicating use;
2. Possession of drug paraphernalia or impairing substance;
3. Information communicated to an administrator by a teacher, parent, or other adult or student indicating that a student is using or possessing impairing substance.

A chemical or mechanical test of the student's breath and/or urine will be produced in accordance with the adopted procedures. If a student tests positive, disciplinary action will be taken, as outlined in the consequences of Table 3 Offenses. A student's refusal to submit to the chemical or mechanical test will result in the administration proceeding with the appropriate disciplinary action. A parent may request testing of his/her child at their expense. In addition, students may volunteer to be placed in the testing pool even if they do not participate in extra or co-curricular activities or do not drive to school.

Purpose and Achievable Goals

The primary purpose of this program is not intended to be disciplinary in nature, but rather is intended as a medical diagnostic aid in disclosing possible drug-related problems and as an extension of the school's educational substance abuse programs. Continuing substance abuse obviously is inconsistent with participation in school, and the program includes appropriate procedures for dealing with any such problems. In addition, a curriculum will teach and reinforce the substance abuse-free message and any student affected will be referred to Monrovia High School's Student Assistance Program (SAP).

Obligation to Govern the Medical Condition of Students

I.C. 20-34-2-5 directs the School District to plan and maintain drug free schools. I.C. 20-30-5-11 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

School and Community Partnership

The elimination of drug and alcohol abuse is the goal of this program. Due to the objective facts described above, and considering the established need to identify effective alternatives to address this problem, the substance abuse problem at Monrovia High

School needs to be addressed to ensure the health and safety of our students. A substance abuse-free environment must be the goal of the school district, and the support and cooperation of the entire community is essential if the goal is to be realized.

Procedure
Any student in grades 9-12 and his/her parent, must sign a drug testing waiver form for the student to be eligible to participate in any one or combination of the following:

1. Extracurricular or Co-Curricular activities (See list)
2. Drive a vehicle to school

All of these activities require that a student be at his/her best and chemical-free in order to provide a safe environment not only for him/her, but also for other students and adults who potentially could be affected.
A urine specimen OR oral swab will be given on site and will involve supervision by the Principal (or his designee) and/or the Athletic Director (or his designee) and/or the School Nurse. The student will have up to two (2) hours to provide a specimen and may be given up to two (2) sealed, 16.9 fluid ounce bottles of water. If a student is unable to provide a urine sample, an oral fluid sample will be taken. The student to be tested will be escorted from class to the nurse's office/testing site. The test result will remain confidential. Only the Principal, Assistant Principal, Athletic Director, and Coach, along with the student and his/her parents will know the results. The student and parents will be notified of the results regardless of the outcome. Students will be tested randomly as they are drawn from a pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This will keep students conscious of the possibility of being tested at any time during the year. Any student refusing to provide a specimen for testing will be removed from the pool and ineligible to participate in extra or co-curricular activities as well as lose the student parking privilege for one (1) calendar year.

Removal from the Random Pool
Any student who is placed in a testing pool will remain in that pool until he/she notifies the Monrovia High School administration in writing. A "Withdrawal of Consent Form" must be signed by the student and custodial parents/guardians before the student's name is removed from the pool. Once the form is signed and the name is removed, all corresponding privileges will no longer be available to the student for 365 days. After the 365 days has elapsed, he/she may re-enter the testing pool with a "Consent Form." A student may re-enter the testing pool before the 365 days expires but to do so he/she must agree to be tested at the expense of the student. A "Consent Form" must accompany the test to re-enter the testing pool. When a student transfers to Monrovia High School, he/she would be eligible for activities/privileges upon completion of transfer forms, Monrovia High School Driver/Parking Tag Form (if applicable), and "Consent Form."

Positive Test Results
In the event a student tests positive, he/she along with the custodial parents/guardians, will meet with the Principal (or Designee), the Athletic Director (or designee), and/or the guidance counselor. During this meeting, the positive test will be discussed and the exclusion of activities will be stated.

1. First offense = 25% participation ban of the regular season contests/remaining school days AND Certificate of Completion from an approved Drug/Alcohol Education Course
2. Second offense = 50% participation ban of the regular season contests/remaining school days
3. Third offense = 365 day participation ban
4. Fourth offense = Career participation ban

If the activity (co-curricular) is one that meets during the school day where academic credit is earned, the student will continue to attend that activity during the school day only. Participation outside of the school day will be suspended. It is the responsibility of the sponsor to implement a parallel curriculum to ensure that there is no academic penalty. To be able to resume the privilege of participating in activities and/or of driving to school, the student will be tested again at the conclusion of the exclusion period.

STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of School that could interfere with their success in School. If a student believes that s/he must maintain a job in addition to going to School, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.
Indiana law requires all persons who are employed under age 18 to obtain a work permit. Students needing work permits must obtain an "Intent to Employ" card from their employer, and they must have their birth certificate. The card must be returned to the Administrative Assistant's office before the work permit can be issued.
The School may deny a work permit to a student whose academic performance does not meet the School's standards or whose attendance is not in good standing. It also has the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student's grade point average or attendance after s/he begins to work. When it appears that a job is detrimental to a student's academic status, the school will advise the parents and the employer to ensure that the student's education remains the primary focus.
Should the work permit be revoked at the end of the school year, the student may be allowed to work during the summer while school is not in session. However, such students will lose the work permit at the start of the new school year until s/he meets the attendance and grade standards established by the school for receiving the work permit.

SECTION V – TRANSPORTATION

BUS CODE OF CONDUCT, EXPECTATIONS, PROTOCOLS AND RULES

The purpose of the following expectations is to ensure the safe transportation of students, as well as the safety of pedestrians and other drivers who share the streets with school buses. Every student is expected to adhere to the rules for student behavior listed below for field trips, extracurricular activities, and transportation to and from school. It is the responsibility of the bus driver, transportation director, and administration to enforce the rules and maintain a safe environment for all students. The student's responsibility is to understand and follow the rules for bus conduct, as well as respecting the rights and feelings of other students on the bus.

Each student must ride his/her assigned bus to and from school. The school bus is designed to provide a comfortable way to and from school and to give the maximum amount of protection to the students in the event of an emergency and/or crash. Any changes for student transportation must be approved by a building administrator and/or the transportation department, changes will only be approved for serious and/or emergency situations.

All Students will sit in assigned seats. Students will remain in their seats while the bus is in motion. School bus seats are designed to protect the student in the event of a sudden stop. To be effective, the student must be seated and facing forward. No students are to be in front of the white line on the bus.

Students are expected to be at their bus stop five (5) minutes prior to their morning scheduled pick-up time.

Students are not to approach the bus, until the bus comes to a complete stop. Students will need to watch for the driver's directions before crossing in front of the bus.

The center aisle of the bus must be kept clear of any and all items. Students are not allowed to bring animals, flammable materials, or large items that cannot fit in the seat with the student. Aisles must remain clear, a blocked isle is a safety hazard.

Students are expected to help keep the bus clean and respect the bus equipment. Students are not to have food, candy, gum, or drinks on the bus. Students and parents will be held financially responsible for any damage resulting from vandalism. The bus is the property of the school district and should be treated as such.

- Disrespecting drivers and staff, failure to comply, and insubordination will not be tolerated.
- Rude and disruptive behavior, horseplay, pushing, and shoving is not acceptable.
- Foul language, verbal threats, and verbal abuse will not be tolerated.
- Malicious behavior, fighting, and/or threatening behavior will not be tolerated
- Harassment, intimidation and lewd acts and/or lewd language will not be tolerated.
- No Smoking, vaping, drugs, and/or alcohol on the bus.
- No weapons of any kind, including look-alikes on the bus.
- Normal school conduct is expected and required at all times. Students are expected to follow the driver's directions while on the bus. Bus drivers are responsible for the safety of all students on the bus and must have the cooperation of everyone. Students who fail to adhere to the above rules and do not follow bus protocols may lose their transportation privileges and be suspended from riding a bus for a minimum of three (3) days and a maximum of one (1) year. The suspension will be determined by the building administrator and/or the Transportation Director based on the severity and frequency of the behavior.

The above rules, expectations, and protocols are in place to comply with state and federal laws to help insure the safety of all students.

Bus Offenses

Students who fail to adhere to the above expectations while traveling with a bus driver, coach, teacher, administrator, or other staff member will receive corrective consequences when determined by due process. The first occurrence of a Table II or III offense may result in bus privileges being lost for five (5) days or more. These consequences may include:

First offense

- Verbal warning from the driver explaining the behavior violation and the expectation;

Second offense, driver makes contact with parent;

- Driver/Student conference explaining behavior issue;
- Student's assigned seat may be moved to the front for a specified number of days;
- Driver notifies building administrator and transportation director of violation with documentation;

Third offense, student loses bus privilege for one (1) day;

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and transportation director of violation with documentation;
- Administrator contacts Parent or Guardian notifying them of the privilege loss;

Fourth offense, student loses bus privilege for three (3) days – five (5) days

- Driver/Student conference explaining behavior issue;
- Driver notifies building administrator and transportation director of violation with documentation;
- Administrator/Transportation Director/Parent or Guardian conference required before students may ride the bus again.

Fifth offense, student loses bus privilege for five (5) days – rest of the semester.

SELF TRANSPORTATION TO SCHOOL https://mhs.m-gsd.org/our-students/student-drivers

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the School. Monroe-Gregg School District is not responsible for any vehicle or its contents. Those students who utilize this privilege must have their vehicle registered through the main office. Registration is a $10 to $20 fee, requires a copy of a valid driver's license, and the vehicle registration form filled out, which includes agreement to be enrolled in the Random Drug Testing Program. Due to the volume of drivers, parking spaces may be assigned and permits may be issued by class seniority and if necessary determined by academic class rank. The following regulations are in place to insure the safety of all individuals utilizing the parking lot:

1. Parking tags should be displayed properly at all times;
2. Student parking is strictly limited to designated areas;
3. Student drivers are urged to use extreme caution while driving on school property especially around buses. Pedestrians always have the right of way.
4. Parking lot speed limit is 10 MPH.
5. Vehicle mechanical problems are not an excuse for tardiness or absence from school.
6. Students are not permitted to visit their vehicle during the school day unless there is an emergency. In that case, an officer or administrator will accompany the student to and from their vehicle.
7. Parking privileges may be revoked for failing to adhere to student driving expectations, absences/tardies to first period, or violations of Drug Policy. If a student's permit is suspended, no fees will be refunded.

SAFETY BELT POLICY I.C. 9-19-10-2

All operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will receive the following consequences:

1. First-time offenders will receive a written warning, safety-education material, and parent/guardian will be notified.
2. Second-time offenders will lose parking privileges for 1 day, and parent/guardian will be notified.
3. Third-time offender will have his/her parking privileges revoked for 1 week, and parent/guardian will be notified.
4. Fourth-time offenders will have his/her parking privileges revoked for the remainder of the year and parent/guardian will be notified.

Any school administrator, staff member, or police officer may report a violation of this policy to the appropriate school authority.

PARKING VIOLATION CONSEQUENCES

Students violating the above expectations are subject but not limited to the following:

1. Written warning
2. Suspension of driving privilege for one (1) week
3. Suspension of driving privilege for one (1) month
4. Suspension of driving privilege for remainder of semester or school year
5. Car being towed from premises at the owner's expense

SECTION VI – STUDENT EXPECTATIONS

A major component of the educational program at Monrovia 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.

EXPECTED BEHAVIORS

Students are expected to:

1. Act courteously to adults and fellow students by respecting yourself and others;
2. Be prompt to school and attentive in class;

3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. Complete assigned tasks on time and as directed;
5. Help maintain a School environment that is safe, friendly, and productive;
6. Utilize integrity when making decisions.

CLASSROOM ENVIRONMENT

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

1. A teacher to communicate effectively with all students in the class;
2. All students in the class have the opportunity to learn.

Teachers will use classroom interventions such as warnings, seat change, or detentions to ensure the classroom environment is conducive to learning. In some cases, such as repeated or major disruptions, the teacher may remove the student from class by sending them to the office with a discipline referral.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. Violations of the Code of Conduct may be punishable by suspension or expulsion and it is applicable to students:

- On School property at any time;
- During and immediately before and after any School activity at any location;
- Traveling to and from School or to and from a School activity;
- Off school property if the conduct involves bullying and two (2) or more students who attend school in the District and the conduct has an adverse educational impact.

The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students. The objectives of the enforcement of these standards and the Code of Conduct are:

- To protect the physical safety of all persons and prevent damage to property;
- To maintain an environment in which the educational objectives of the School can be achieved;
- To enforce and instill the core values of the Monroe-Gregg School District and its School community.

The following factors will be taken into account to determine the extent of any discipline utilized to enforce student behavior standards and Code of Conduct:

- The nature and extent of any potential or actual injury, property damage, or disruption;
- The student's prior disciplinary history and the relative success of any prior corrective efforts;
- The willingness of the student to participate in any corrective action

UNLAWFUL ACTIVITY I.C. 20-33-8-15

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

USE OF AN OBJECT AS A WEAPON

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

KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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

POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES I.C. 20-33-8-16

As used in this section, "firearm" has the meaning set forth in I.C. 35-47-1-5. "Deadly weapon" has the meaning set forth in I.C. 35-31.5-5-2-86, the term does not include a firearm or destructive device. "Destructive device" has the meaning set forth in I.C. 35-47.5-2-4.

A student who is:

1. Identified as bringing a firearm or destructive device to school or on school property; or

2. In possession of a firearm or destructive device on school property;

Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

The superintendent may, on a case by case basis, modify the period of expulsion for a student who is expelled under this section.

The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student who is:

1. Identified as bringing a deadly weapon to school or on school property; or
2. In possession of a deadly weapon on school property

May be expelled for not more than one (1) calendar year.

The superintendent may give notice to the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described above.

A student with disabilities (as defined in I.D. 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

BATTERY I.C. 35-42-2-1

A person who knowingly or intentionally touches another person in a rude, insolent (showing a rude and arrogant lack of respect), or angry manner commits battery.

DRESS AND GROOMING

Monrovia High School believes that students should be attired in such a way as they reflect credit on themselves, their families, and their school. While fashion changes, the reason for being in School does not. Students are in School to learn. Any student dress or accessory that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. 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. In such cases, the student will be required to change to school issued attire for the remainder of the school day and return the item borrowed at the end of the day.

- No hats, caps, hoods, sunglasses, bandannas, or full head coverings are to be worn in the building before or during school hours (a religious exemption must be approved by the MHS administrative team).
- The bottom of the shirt/top must meet the top of the waist band.
- No undergarments of any kind should be visible.
- Students are not allowed to wear spiked chains, bracelets, belts, etc. In addition, pocket or wallet chains are also not to be worn.
- Sleeveless tops are allowed; however, NO spaghetti string straps, halter-tops, tube-tops or crop-tops (shoulders covered).
- No sagging is permitted.
- No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, hate speech, profanity, pornography, and/or sexual content. Clothing that intimidates, threatens, or disgraces a fellow student or staff member by means of a symbol or sign is not allowed.
- Coats or jackets, gym bags, blankets, and pillows will be left in lockers during the school day.
- The administration reserves the right to judge any student's dress appropriate or inappropriate and the prerogative of handling the situation as deemed necessary.

Students who are representing the School at an official function or public event may be required to follow specific dress requirements.

Certain classes offered at MHS require that special protective clothing and equipment must be worn for the health and safety of students.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. In cases where personal property creates a distraction to the educational environment, the School may confiscate such items and return them to the student's parents. Damage to, or loss of, School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students will not engage in voluntary or consensual sexually related contact with another person. PDA such as kissing, petting, inappropriate body movements and actions, is a private matter and should not happen at school. Conferences will be held with persons unable to govern themselves appropriately and suspensions can be applied to persistent violators.

STUDENT PASSES
Students in the hall during a class period must have a pass from a classroom teacher, secretary, etc. Students who forge passes or are in possession of forged passes will face disciplinary action.

CLOSED CAMPUS
Monrovia High School operates as a closed campus. Therefore, students are not to leave the grounds during school hours without the consent of the office, unless attending vocational school or School-to-Work programs.

INSUBORDINATION
Students must comply with the directions of teachers or other school personnel when directions are given to maintain order or to prevent an interference with any educational function. Failure to follow these directions will result in disciplinary action.

HARASSMENT, INTIMIDATION, AND BULLYING
Harassment, intimidation, or bullying committed by students toward other students is strictly prohibited. Engaging in conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

Sexual Harassment
Sexual harassment may include, but is not limited to, unwelcome:
- Remarks speculating about a person's, or one's own, sexual activities or sexual history.
- Sexual propositions, invitations, solicitations, and flirtations;
- Verbal expressions of a sexual nature;
- Inappropriate touching, patting, pinching or obscene gestures;

Bullying **I.C. 20-33-8-0.2**
Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass (to annoy continually), ridicule (the act of exposing to laughter), humiliate (to reduce to a lower position in one's own or others' eyes), intimidate (to make timid or fearful), or harm (injure) the targeted student and create for the targeted student an objectively hostile school environment that:
- Places the targeted student in reasonable fear of harm to the targeted student's person or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance; or
- Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the School District and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

All corporation and school employees, volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this policy to the principal or the principal's designee on the same day that an incident was witnessed or reliable information regarding the occurrence of an incident was received. A written report of the incident shall also be submitted to the school principal or principal's designee within one (1) school day of submitting the verbal report.

Students, parents, and visitors of a school within the school corporation are encouraged to submit a written report of alleged violations of this policy to the principal or the principal's designee on the same day that the incident was witnessed or reliable information regarding the occurrence of an incident was received. Such a report may be made anonymously. Formal action for violations of the code of student conduct may not be taken solely on the basis of an anonymous report.

The principal or designee shall conduct a thorough and complete investigation for each report of an alleged incident of bullying received. 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 to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five (5) school days from the date of the report of the alleged incident of harassment, intimidation, or bullying. The principal shall submit the report to the superintendent

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

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

Any corporation and school employee, volunteer or contracted service provider who receives a report of harassment, intimidation, or bullying from a student, parent, visitor or colleague, and fails to initiate or conduct an investigation, or who witnesses or observes a bullying incident and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal of the principal's designee shall respond once an incident of bullying is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of bullying may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce bullying and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). Intervention and support implemented by the principal or his/her designee should include follow up services to both the targeted student and the bully. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal of each school within the school corporation is authorized to acknowledge and respond to instances of false reporting of alleged bullying incidents. The principal is expected to respond with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013 for:

1. Students – Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion.
2. School Employees – Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with corporation policies, procedures and agreements.
3. Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of building or grounds privileges, or prohibiting contact with students or the provision of student services.

HATE SPEECH

The Monroe-Gregg School District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. "Hate speech" of this nature is contrary to the MGSD's core values and beliefs. Individuals determined to have participated in such harassment, as outlined in the Anti-Bullying Policy, may be subject to consequences including suspension and expulsion.

IN POSSESSION

Students are "in possession" of an item if it is on their person, in their immediate possession such as in a purse or backpack, or is kept in a place under their primary control such as locker or vehicle.

STUDENT SEARCHES

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 has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities. This search is non-invasive and may involve a metal detecting wand.

Students are provided lockers, desks, and other equipment in which to store school supplies and personal items necessary for use at school. 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. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal or the school in which the locker or storage area is located. UNAPPROVED LOCKS SHALL BE REMOVED AND DESTROYED. Students are not to override the locking mechanism in their locker. 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. As used in this section, "reasonable suspicion" means grounds sufficient to cause an adult to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. Has violated or is violating a rule or behavioral norm contained in the student handbook;
2. Has violated or is violating a particular law;
3. Possesses an item or substance, which presents an immediate danger of physical harm or illness to students and staff or District property.

This "reasonable suspicion" may come in different forms such as informational reports or K9 sniffs. K9 sniffs will be conducted by the Morgan County Sheriff's office randomly throughout the school year. They will take place throughout the building and grounds.

USE OF BREATH-TEST INSTRUMENTS

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

PERSONAL ELECTRONIC DEVICES - Senate Bill 78

To support a distraction-free learning environment, the Indiana General Assembly has passed Senate Bill 78, which requires all K-12 schools to implement a "bell to bell" ban on personal wireless devices. Personal Electronic Devices must be kept at home OR powered off and stored away during the school day (locker), not to be accessed from the 1st bell of the day until the last.
This includes:

- Cell Phones
- Smartwatches
- Headphones / Earbuds
- Personal laptops / Tablets
- Smart Glasses
- Gaming Devices

EXCEPTION - Access will still be granted for students with documented medical needs AND requirements in an IEP or 504 Plan that require a personal electronic device (MHS will keep a running list of these students for teacher's convenient access)

BACKPACKS - School Policy in connection with Senate Bill 78

To be aligned with Senate Bill 78, backpacks, large bags, or similar items will NO longer be permitted in classrooms during the school day. All backpacks must be stored in lockers before the start of first period and remain there until the end of the school day.
Procedures outlined as followed:

- After placing backpacks in assigned lockers before first period, students may access their lockers during passing periods
- Students are allowed to carry small personal items (not personal electronic devices) such as binders, chromebook cases, pencil cases, water bottles, and small purses, given that they do not obstruct pathways or pose a safety risk.
- Students participating in extracurricular activities that require special equipment may store their items in designated areas, as approved by the supervising staff member

RECORDING POLICY

Videotaping, photographing or audio recording of any Monroe – Gregg School District employee without prior consent of the employee, is strictly prohibited. Violation of this policy will result in school assigned discipline and may cause the items to be confiscated and delivered to an administrator to be returned at the discretion of the administrator. If students are concerned about these items being lost or stolen, they should be left at home. Administration will not spend school time investigating stolen or lost items that fall within this category. Instead, stolen items should be reported to the Morgan County Sheriff's Department.

CLASSROOM POLICIES

Individual teacher policies must be a part of the teacher's syllabus and classroom management plan distributed to all students upon being enrolled in the course. Classroom regulations must be clearly displayed throughout the classroom.

RESPONSIBLE USE

When utilizing this technology, students will prevent it from distracting or disrupting classroom instruction. Social media sites are monitored by administration throughout the day for inappropriate postings, bullying incidents, or dishonest academic practices. Violations of this policy may result in the loss of privileges on an individual basis. Any media created, displayed, or distributed by students during school hours, 7:53 am – 2:40 pm, is subject to disciplinary consequences if it is unlawful or it is used to harass other students. Media created, displayed, or distributed outside of school hours fitting the same criteria, may be subject to the same consequences if it causes a disruption to the educational environment.

DISCIPLINARY CONSEQUENCES

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the School. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Progressive Consequences

A violation by a student of a rule listed in Tables I, II, or III is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. Corrective actions such as the following will be used to alter disruptive behavior;

- Change of seating or location;
- Before-school OR after-school detention
- Removal from a class or activity.

Teacher Assigned After School Detentions (Level 1)

When assigned a 3:30 Level 1 detention:

1. Student will be given a form for parent signature that will notify parent of time, date, and reason for detention;
2. Twenty-four hours' notice will be given to the student.

Students are responsible for obtaining their own transportation to and from school detentions. Students will need to be picked up at 3:30 pm for an afternoon detention. Any student, who does not make transportation arrangements prior to their detention, will be assigned one day of In-School Suspension (ISS).

Students must bring all necessary materials to work on their school assignments. They will not be allowed to leave the room for more work. If they do not bring their work, they will be given work to be completed while in the detention. There is no sleeping while in detention. The Code of Conduct is observed while serving detention. No food, drink, or electronic device is allowed in detention.

Students arriving late to detention:

1. Less than five minutes = serve that detention and another will be assigned;
2. More than five minutes = serve the rest of that detention and two more will be assigned;
3. Failure to serve an assigned detention will result in one or more days of ISS.

Administration Assigned After School Detentions (Level 2)

SAME as above, but Level 2 detention goes until 5:00 on select days throughout the school year:

Tardy Detentions to Class Periods (not including 1st period)

One (1) detention can be assigned by the teacher along with parental contact, on the 3rd tardy to their class EACH QUARTER. On the 4th tardy an additional (1) detention is assigned. If the student is tardy a 5th time, two (2) detentions will be assigned by an administrator along with three (3) demerits and administrator parental contact. A 6th tardy results in three (3) detentions and three (3) demerits, etc.

Disruption of detention will result in an additional detention being assigned. Continued disruption will result in a Level 2 or ISS.

In School Suspension (ISS)

In School Suspension is a more severe consequence for students. They are removed from the normal school day, report to the ISS room at the bell instead of their regular first period class and leave at 2:40. They are required to copy the Monrovia High School Student Expectation section of the student handbook the first time they are assigned ISS each school year. Upon completing the assignment, the ISS supervisor will sign off and the student is then required to work on school assignments they missed due to their ISS consequence. If the student does not complete the Expectation assignment, they are to finish it at home and turn it in before school begins the following day. If he/she fails to complete the assignment, the student will report to the ISS room the following day and remain until completed. Students may be placed in ISS for a period of up to five (5) days.

If a student is removed from ISS for refusal to copy the Student Expectation section or disruption, he/she will be warned that this choice will result in a removal from ISS, ten (10) demerits, and an Out of School Suspension (OSS) for up to two (2) days.

DEMERIT SYSTEM

The demerit policy is a method used to ensure consistent increase in severity of disciplinary measures for students repeatedly in violation of school expectations. They are assigned on a weighted system based on the severity of the offense. Students are to be informed of demerits accumulated after each offense and that habitual offenders are penalized by this system.
Students accruing twenty-five (25) demerits in one semester will be placed on a discipline contract which will be signed by the student, the parent/guardian, the administrator, and the student's' Teacher of Record if applicable. This contract states the student must:

1. Not accumulate more than five (5) additional demerits for the remainder of the semester;
2. Not commit any offenses higher than Table I.

If the student adheres to this contract for the remainder of the semester, they will be granted a probationary contract for the following semester with a fifteen (15) demerit limit.
If the student does NOT adhere to this contract, the expulsion process will begin. Any student violating their discipline contract OR reaching thirty (30) demerits in a semester will be recommended for expulsion.
All demerits will be reset to zero (0) at the beginning of each semester, for students who complete the previous semester at MHS. However, the number of offenses will only be reset at the beginning of each school year.

Positive Behavior Incentive
After accumulating at least four (4) demerits, students can remove four (4) demerits for every twenty (20) demerit free school days. This method does NOT apply to Table III demerits or students who are on a discipline contract.

OUT OF SCHOOL SUSPENSION (OSS) I.C. 20-33-8-18

Out of School Suspension is a disciplinary action used when a serious incident has occurred or a student is considered a habitual offender. An administrator may suspend a student from attendance at Monrovia High School, as well as attendance at any school sponsored event, for not more than ten (10) school days. When a principal or designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
    - A written or oral statement of the charges;
    - If the student denies the charges, a summary of the evidence against the student will be presented; and
    - The student will be provided an opportunity to explain his/her conduct.

2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, the student's misconduct, and the action taken by the principal.

4. On the day the student returns from his/her suspension, they are required to turn in all missing homework /assignments that would have been due at the time of their suspension. Students will also be required to take a make-up test or quizzes upon their return from suspension that were missed during the time of their suspension. Teachers may grant additional time/days if they feel it is necessary. If teachers don't post work on the Google Classroom or respond to requested homework from students/parents, they can also add additional time for makeup work.

5. Students serving an OSS are not to be on School District property or attend any school functions during the OSS time, which ends at 7:00 am on the day returning to school.

EXPULSION AGREEMENT

Students who will be recommended for expulsion may be given the opportunity to sign an Expulsion Agreement to continue earning credits towards graduation. By choosing this option, parent/guardian and student, are voluntarily waiving the right to the expulsion due process procedure. The student will remain on probationary status for the remainder of the expulsion period, but will have no note of the expulsion on his/her school record if the terms of the agreement are upheld. Only one (1) expulsion agreement may be utilized per the student's MHS career.

EXPULSION

Expulsion is a disciplinary action used for removal from school for a period longer than ten (10) days. A student may be recommended for expulsion from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm or a destructive device, the minimum expulsion is one (1) calendar year. In the case of a deadly weapon, the maximum length of the expulsion period is one (1) calendar year. Students who are expelled are not to be on School District property or attend any school functions during the expulsion period.

EXPULSION DUE PROCESS PROCEDURE I.C. 20-33-8-19

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

1. The superintendent or designee will appoint an expulsion examiner who is a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the expulsion examiner. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal or designee will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. The expulsion examiner may continue the suspension of a student for more than the ten (10) school day period of the principal's suspension and until the time of the expulsion decision if the examiner determines that the student's continued suspension will prevent or substantially reduce the risk of:
   - Interference with an educational function or school purposes; or
   - A physical injury to the student, other students, school employees, or visitors to the school.

ENROLLMENT AFTER EXPULSION I.C. 20-33-8-24

The principal may require a student who is at least sixteen (16) years of age and wishes to re-enroll after an expulsion to attend one or more of the following:

1. An alternative educational program;
2. Evening classes;
3. Classes established for students who are at least sixteen (16) years of age.

DRIVER'S LICENSE INVALIDATION I.C. 20-33-2-11

Indiana law requires a student to be in good standing in school attendance and discipline to obtain or continue to hold a valid driver's license or permit. The Bureau of Motor Vehicles will be notified concerning any student who is less than eighteen (18) years of age and who:

1. Is a habitual truant;
2. Is suspended from school a second time in a school year;
3. Is under expulsion from school;
4. Has withdrawn from school for a reason other than financial hardship

A student whose name is submitted to the Bureau of Motor Vehicles will not be eligible to be issued a driver's license or a learner's permit, and will have an existing driver's license or learner's permit invalidated. The license will remain invalid until one of the following occurs:

1. 120 days have passed or the end of the semester during which the student returns to school, whichever is longer;
2. The student is eighteen (18) years of age;
3. The suspension or expulsion is reversed after the student has had a hearing.

A student has a right to appeal the invalidation of a license or permit, or the prohibition from obtaining a license or permit. The appeal procedure for each of the reasons listed below varies. Contact the school principal for the procedures to follow for each reason. A student may appeal if he or she:

1. Believes the information provided was technically incorrect;
2. Believes the Bureau of Motor Vehicles committed a technical or procedural error;
3. Establishes to the satisfaction of the principal of the school where the action occurred that he/she has enrolled in a full-time or part-time program of education, and has participated for thirty (30) or more days in a program of education after not being enrolled in school;
4. Is withdrawing from school due to financial hardship.

LEGAL SETTLEMENT I.C. 20-33-8-17

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

NO RIGHT TO APPEAL

The student or parent has no right to appeal an expulsion to the school board as the school board has voted not to hear student expulsion appeals. The only formal appeal may be made through the court system.

POLICE REFERRAL

If referral to the police is recommended after due process has been followed, the administrator will do the following:

1. Inform the student that a referral will be made to the police;
2. Inform the parents/guardian by phone that such a referral is being made;
3. Provide the police with the facts of the offense which has been committed by the student;
4. Submit a written report of the offense to the police and school administration including the student's name and address, as well as any pictures of or actual confiscated evidence with time and date of confiscation.

IN THE EVENT OF SPECIAL CIRCUMSTANCES, THE ADMINISTRATION RESERVES THE RIGHT TO ENFORCE OTHER DISCIPLINARY ACTION WHEN NECESSARY

DESCRIPTION OF CONSEQUENCES

- The following pages describe the tiered approach to discipline at Monrovia High School.
- Table I has teacher initiated consequences that are tiered up to the 3rd offense, increasing each time.
    - This table will most often be handled by teachers
    - Administrators will begin intervening on the third occurrence.
    - The abbreviations are defined below:

T. Det. = Teacher Detention **TPC** = Teacher Parental Contact **APC** = Administrative Parental Contact
ISS = In-School Suspension **ISD** = In-School Detention (1 period)
OSS = Out of School Suspension **SRE** = Suspension Recommended Expulsion

*Drug – *For use in Monroe – Gregg School District policies, a drug is defined as any substance/look alike that causes impairment such as: controlled substances, prescription medication, over-the-counter, natural intoxicants, or impairing chemicals.*

#	Table 1 Offense	1st	2nd	3rd
1	Unprepared for Class	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
2	Minor Disruptive Behavior	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
3	Horseplay/Pushing/Running	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
4	Littering	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
5	Loitering/Unauthorized Area	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
6	Inappropriate Public Display of Affection	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
7	Misuse of Electronic Devices	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – TPC	3 – 4 BSD/ASD – APC
8	Dress Code Violation	Change – APC	2 BSD/ASD – 1 ISS – APC	1 – 2 ISS APC
9	Tardies - Class Period	Teacher Warning	Teacher Warning	1 T. Det (each quarter)
10	Misuse of School Technology	1 – 2 T. Det – TPC	2 – 3 BSD/ASD – APC	3 – 4 BSD/ASD – APC

#	Table 2 Offense	1st	2nd	3rd
1	Failure to Comply (rules)	2 B/ASD – 1 ISS APC	1 – 2 ISS APC	3 ISS APC
2	Academic Noncompliance	2 B/ASD – 1 ISS APC	1 – 2 ISS APC	3 ISS APC
3	Staff Disrespect	2 B/ASD – 1 ISS APC	2 ISS APC	3 ISS APC

4	Failure to Serve Detention	2 B/ASD – 1 ISS APC	2 ISS APC	3 ISS APC
5	Encouraging Others to Violate Rules	1 ISD APC	1 ISS APC	2 ISS APC
6	Harassment/Intimidation	2 B/ASD – 1 ISS APC	2 – 4 ISS APC	BULLYING
7	Insubordination	1 ISS APC	2 ISS APC	3 ISS APC
8	Truancy – Day	1 ISS APC	2 ISS APC	3 ISS APC
9	Truancy – Class	2 – 3 B/ASD	1 – 3 ISS	2 – 4 ISS
10	Vandalism/Damage School Property <$100	2 B/ASD – 3 ISS Repair/Replace APC	2 – 4 ISS Repair/Replace APC	5 ISS Repair/Replace APC
11	Possession of Lighter/Matches	2 B/ASD – 1 ISS Confiscate APC	2 – 4 ISS Confiscate APC	4 ISS – 5 OSS Confiscate APC
12	Misusing/Damaging Another Student's Property	2 B/ASD – 1 ISS Repair/Replace APC	2 – 3 ISS Repair/Replace APC	4 ISS – 5 OSS Repair/Replace APC
13	Possession/Distribution of Obscene Material	2 B/ASD – 2 OSS Confiscate APC	3 ISS – 5 OSS APC	5 OSS – Susp. Rec. Expulsion
14	Attempted Battery - Student	1 – 2 ISS APC	3 – 4 ISS APC	2 – 5 OSS
15	Forgery/Dishonesty	2 B/ASD – 1 ISS APC	2 ISS APC	3 ISS APC
16	Foul Language/Obscene Gestures	2 B/ASD – 1 ISS APC	2 ISS APC	3 ISS APC
17	Gambling	1 ISS APC	3 ISS APC	5 ISS APC
18	Theft/Possession of Stolen Goods <$100	1 – 2 ISS Replace APC	2 – 3 ISS Replace APC	5 ISS Replace APC
19	Verbally Abusing Another Student	2 B/ASD – 1 ISS APC	2 – 4 ISS APC	5 ISS APC
20	Inappropriate Use of School Technology	1 ISS & APC Warning of Privilege	2 ISS & Loss of Chromebook Usage at Home	4 ISS & Loss of Chromebook Usage at Home
21	Malicious Physical Contact	1 – 2 ISS APC	3 – 4 ISS APC	5 ISS APC
22	Major Disruptive Behavior	2 ISS – 2 OSS APC	4 ISS – 5 OSS APC	5 OSS – SRE
23	Cafeteria Disruption	Lunch Cleanup – 1 ISD	1 ISS – 3 ISS APC	5 ISS APC
24	Violation of Parking/Driving Expectations	Warning – 1 Week Loss APC	1 Week Loss APC	1 Semester Loss APC
25	Violation of Recording Policy	2 B/ASD – 5 OSS APC	5 OSS – SRE	SRE
26	Disorderly Conduct/Provocation	1 – 2 ISS APC	3 – 4 ISS APC	5 ISS APC
27	Academic Dishonesty / Academic Misconduct	Loss of Credit / Tech Access or 2 ISS	Loss of Credit / Tech Access or 2 ISS	Loss of Course Credit / Loss of Tech Access
28	Inappropriate Behavior in Restroom	2 B/ASD – 1 ISS	2-3 ISS	2-3 OSS

#	TABLE 3 OFFENSE	1st	2nd
1	Possession of Knife/Lookalike	2 – 3 OSS	SRE
2	Battery IC 35-42-2-1	5 OSS	SRE
3	Fighting	5 OSS	SRE
4	Possession, Using or Being Under the Influence of Alcohol IC 7.1-5-7-7	5 OSS – SRE	SRE
5	Possession of Drug Paraphernalia IC 35-48-4-8.3	5 OSS	SRE
6	Gross Insubordination	2 – SRE	SRE
7	Lewd Acts/Inappropriate Touching/Indecent Exposure IC 35-45-4-1	5 OSS – SRE	SRE
8	Possession of Tobacco/Nicotine Delivery System (Vaping)	3-5 OSS & Ticket	5 OSS -SRE & Confiscate
9	Threat to a Staff Member IC 35-45-2-1	5 OSS – SRE	SRE
10	Vandalism >$100 IC 35-43-1-2	5 OSS – SRE	SRE
11	Verbally Abusing Staff Member	5 OSS – SRE	SRE
12	Theft/Possession of Stolen Goods >$100 IC 35-43-4-2	5 OSS – SRE	SRE
13	False Alarm/Fire Report	5 OSS	SRE
14	Trespassing IC 35-43-2-2	2 – 3 OSS	SRE
15	Removal From ISS	2 – 3 OSS	SRE
16	Possession, Using or Being Under the Influence of Drugs	5 OSS – SRE	SRE
17	Bullying	5 OSS – SRE	SRE
18	Hate Speech	2 – 5 OSS	SRE
19	Stealing/Possession of Stolen Testing Materials	5 OSS	SRE
20	Verbal Threat of Violence to Another Student	2 – 5 OSS	SRE
21	Inappropriate Use Of Social Media	2 – 5 SRE	SRE

#	TABLE 4 OFFENSE – SUSPENSION RECOMMENDED EXPULSION
1	Battery/Attempted Battery on a Staff Member
2	Violation of Behavior Contract
3	Habitual Truancy/Unexcused Absences
4	Threat to Use Weapons
5	Bomb Threat
6	Possession of a Firearm/Lookalike IC 35-47-9-2
7	Possession with Intent to Distribute Alcohol IC 7.1-5-7-8
8	Possession/Detonation of an Incendiary/Explosive Material/Destructive Device IC 35-47.5-5-2
9	Possession of a Deadly Weapon/Look alike
10	Robbery IC 35-42-5-1
11	Arson IC 35-43-1-1
12	Possession with Intent to Distribute Drugs
13	Sexual Battery IC 35-42-4-8
14	Slander/False Accusation of a Staff Member

NOTICE OF RIGHT TO
OBJECT TO RELEASE OF DIRECTORY INFORMATION

The federal Family Educational Rights & Privacy Act ("FERPA") gives a parent/guardian or eligible student (student 18 or older) the right to object to the release of "directory information" identifying the student by the Monroe-Gregg Schools.
The term "directory information" includes the following information:

1. Name of student
2. Home address of student
3. Listed/published student's telephone number(s)
4. Date and place of birth of the student
5. Student's major field of study
6. Student's officially recognized school activities
7. Dates of attendance in the Monroe-Gregg Schools
8. Height and weight for sports
9. Degrees, awards and honors including academic and sports accomplishments
10. Photographs, videos, audiotapes, and other media incorporating the likeness of the student or the student's voice (school plays, performances, etc.)

To object to the release of all or any part of this information, complete the form below and mail or deliver the fully completed and signed form BEFORE September 1st of this school year, to:
Superintendent
Monroe-Gregg Schools
135 S. Chestnut Street
Monrovia, IN 46157

Students and/or parents who object to information being distributed to the U.S. Military must contact the main office.

OBJECTION TO VIEWING MATERIALS
RATED PG-13 OR WORSE

My signature affixed to this document expresses the opinion that I do not want my student required to view any Video or Movie, which has a rating of PG-13 or worse.

The student will receive no consequence based on this request.

_____ _____ _____
Student's Name Grade Date

_____ _____
Parent/Guardian's Signature Date

MONROE-GREGG SCHOOL DISTRICT
MONROVIA, IN 46157

Monroe-Gregg School District
Acceptable Use Policy

Introduction

Monroe-Gregg recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Monroe-Gregg network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained indefinitely.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline..
- Monroe-Gregg makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from the use of school technologies.
- Students are held accountable for actions on educational platforms used within the classroom *even* in cases that students are using a personal device at home.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Technologies Covered

Monroe-Gregg may provide Internet access, desktop computers, mobile computers or devices, video conferencing capabilities, online collaboration capabilities, message boards, email, and more.

In some cases, Monroe-Gregg will use Google Classroom for remote learning- By signing this AUP, it is understood that I have read through the Google Classroom policy, specifically paying attention to the following bullet points:

- We do not use the data we obtain from your use of our services, including your meetings, for any advertising. We do use the data we obtain from you when you visit our marketing websites, such as zoom.us and zoom.com. You have control over your own cookie settings when visiting our marketing websites.
- We are particularly focused on protecting the privacy of K-12 users. Both Zoom's Privacy Policy (attached) and Zoom's K-12 Schools & Districts Privacy Policy are designed to reflect our compliance with the requirements of the Children's Online Privacy Protection Act (COPPA), the Federal Education Rights and Privacy Act (FERPA), the California Consumer Privacy Act (CCPA), and other applicable laws.

As new technologies emerge, Monroe-Gregg will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Monroe-Gregg balances the educational value of online resources with any privacy concerns that they may present. On occasion, staff may leverage necessary online educational resources that collect basic information, such as a student's first and last name and email address, based on the provider's policy and practices of safeguarding such information. Student Google accounts will also be used to access other educational tools as deemed necessary for instruction by the school. Please note that Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. According to Google's Privacy Policy, they will not share personal information with companies, organizations, or individuals outside of Google unless one of the following circumstances applies:

- A parent or guardian provides consent
- The individual is an employee of Monroe-Gregg School District
- For external processing
- For legal reasons

By acknowledging receipt of the student handbook, it is understood that Monroe-Gregg will create and maintain a G Suite for Education account for my child.

Usage Policies
All technologies provided by the district are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense, and ask if you don't know.

Internet Access
Monroe-Gregg provides its users with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the user should follow district protocol to alert an IT staff member or submit the site for review.

Email
Monroe-Gregg may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. Students may not access personal email accounts on district devices.

Monroe-Gregg utilizes G Suite for Education and will provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign in to their Chromebooks, and learn 21st-century digital citizenship skills. In compliance with the Children's Online Privacy Protection Act (COPPA), we want to notify you of your parental rights related to any data collected about your student while using G Suite or other educational online tools.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from an unknown or untrusted origin; should use appropriate language; should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage will be monitored and archived.

Social / Collaborative Content
Recognizing the benefits collaboration brings to education, Monroe-Gregg may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored. Users should be careful not to share personally-identifying information online. When using social platforms for the classroom, the same rules apply regardless of using a school device in the classroom or a personal device outside the classroom.

Mobile Devices Policy
Monroe-Gregg may provide users with Chromebooks or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users will be financially accountable for any damage resulting from negligence or misuse.

The use of school-issued mobile devices off the school network will be monitored.

Personally-Owned Devices Policy
Students should keep personally-owned devices (including laptops, tablets, headphones, earbuds, and cell phones) turned off and put away during school hours

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Security
Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert your IT department. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Downloads
Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff.

Users may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Digital Citizenship
Users should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Users should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should use trusted sources when conducting research via the Internet.

Users should also remember not to post anything online that they wouldn't want parents, teachers, or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

Plagiarism
Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Any students possessing, sharing or taking pictures of classroom test materials or other students' assignments are subject to plagiarism consequences (academic dishonesty).

Personal Safety
Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

Cyberbullying
Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, trolling, excluding, and cyberstalking are all examples of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

Examples of Acceptable Use
I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use
I will **NOT**:

- Violate any local, state, or federal statute.
- Use school technologies in a way that could be personally or physically harmful.
- Use district technology to access, create, store, or distribute inappropriate images or content including but not limited to pornographic, obscene, abusive, illegal, or sexually explicit content.
- Use district technology to access dating or gambling sites.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post-personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

Monroe-Gregg will not be responsible for damage or harm to persons, files, data, or hardware. While Monroe-Gregg employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Monroe-Gregg will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy
Violations of this policy may have disciplinary repercussions, including:

- Suspension of the network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Other actions as deemed appropriate by the school administration
- Legal action and/or prosecution

I have read and understood this Acceptable Use Policy and agree to abide by it:

_____
(Printed Name)

_____ _____
(Signature) (Date)

Student's Name Grade Date

MONROVIA HIGH SCHOOL

Personal Electronic Device - Classroom Contract

Personal electronic device and accessories use is prohibited without permission. By signing this contract, student **and** parent(s)/guardians acknowledge the following rules in all MHS classrooms during instructional time.

- ❏ From the 1st bell of the day until the final bell, student personal electronic device and accessories use is not allowed.
- ❏ These items must be powered off and stored in a student's locker if they choose to still bring them to school.
- ❏ Should the student be caught violating the rules above, the following will occur:

1st offense - Student sent to the office for disciplinary consequences and device will be confiscated . Administration will notify parents to make them aware of the violation and Indiana law. Device will be given back to student at the end of the school day

2nd offense - Student sent to the office for disciplinary consequences and device will be confiscated . Administration will have a conversation with parents and student together. Device will be given back to student at the end of the school day.

3rd offense and beyond - Gross Insubordination consequences and student removed from GOOD STANDING list. Administration will make parents aware of these consequences and outline the details. Device will be given back to student at the end of the school day. Possible behavior contract signed by student and parent to help eliminate issue going forward.

_____	_____	_____
Student's Name	Grade	Date