MI-HI GUIDE

The Mi-Hi Guide is a student handbook for all students at Mishawaka High School. It is published to help students know their school and assist in understanding expectations and policies that are specific to Mishawaka High School. Further information about the Corporations' policies can be found in the Parent & Student Handbook.

WELCOME TO MISHAWAKA HIGH SCHOOL

On behalf of the faculty, staff and administration, we would like to welcome everyone to Mishawaka High School for the upcoming school year. We are looking forward to providing you with a quality education and assisting you in reaching your educational goals. Mishawaka High School has a history of fine academic and extracurricular accomplishments. We expect you to meet the goals and standards that have been set, to carry on the tradition, and to make our school and community proud. At Mishawaka High School, we pride ourselves on the diverse range of course offerings, clubs, and after-school activities available to our students. We are large enough to provide a multitude of opportunities, allowing each student to explore their interests and passions, while simultaneously maintaining a small community school feel. Our dedicated and experienced faculty members are committed to nurturing an inclusive and supportive environment where every student can flourish academically, socially, and emotionally. We welcome the opportunity to help you as you proceed through your high school career, and extend our best for a great school year.

Sincerely,

Chad Brugh – Principal

STUDY SKILLS

Effective studying will be rewarded with higher grades and a sense of accomplishment. Below are a few suggestions that have helped many students improve their grades building a stronger foundation for future learning. Here are some effective study strategies for students to use:

1. Set aside a certain time to study each night.
2. Write every assignment in a personal agenda or on your Google calendar. Make sure to include any special instructions for completing the work. Include extracurricular and social activities so you can adjust your study time when necessary.
3. Study regularly in the same location. Have at hand all study materials, such as notes, Chromebook, notebook, and textbook/workbook, so that you will not have to waste time going after several items.
4. Get rid of distracting sights, sounds, and interruptions: a quiet, calm environment will help you learn more in less time.
5. Review and study daily the material covered in each class. You will remember much more by daily study and review than by trying to cram the night before a test or exam.
6. Start with the hardest or least liked subject.
7. Take a short break from studying every half hour or so.
8. Attend school regularly.
9. Do all of your work and turn it in on time.

Places to go for help with your class work

1. **Seek help from your Teachers**. Use Advisory travel days to seek help from the teachers in the classes where you are having difficulty. Teachers are also available before and after school to help you.
2. **The Counselors** may be able to set you up with a tutor, either another student or a teacher.
3. **Your Advisory Teacher** may be able to provide personal help or direct you to a student in Advisory or another person who can help.
4. **The Resource Room** - The Resource Room is room 245 in the high school. It is staffed by a teacher each block and can be used for support during testing, or if you are struggling with a concept. You may use the resource room with teacher permission.
5. **Homework Room** – The Homework Room is available in the library Monday-Thursday from 3:20-4:20. It is staffed with teachers who are prepared to help you complete assignments (if necessary) or provide you with a quiet space to work before leaving school.

GENERAL INFORMATION

Academic Probation

Students who fail several classes during the first semester of the school year are jeopardizing their ability to graduate with their class and are at-risk of becoming a high-school dropout. The number one reason for a student failing a class is poor attendance; this is followed closely by not completing their assignments in class or not doing their homework. Students who fail several classes will be placed on academic probation to more closely monitor their progress and provide additional assistance to them to improve their performance.

The following actions will be taken for students on Academic Probation:

1. The student will not travel to other classes during advisory or study hall unless they have a teacher generated pass requesting their presence.
2. The student will complete homework and missing assignments while in Advisory and study hall.
3. The student will keep a log of which assignments they complete. The logs will be kept in Advisory and study hall.
4. The advisory teacher will call the student's home at least one per grading period to report on the student's progress and work ethic. It is essential that a current contact number be on file with the high school.
5. Students may also be placed on social probation.

Accidents/ Injury - Report to the Nurse's Office

The office of the school nurse is located in the main hall just west of the Principal's Office. The duties of the nurse include personal consultations, first aid to students, instructions on health in cooperation with teachers, and steps to protect the school from contagious diseases. **All medication, prescription or otherwise, TO BE TAKEN DURING THE SCHOOL DAY, must be turned into the nurse's office, and administered by the nurse or an administrator/staff.** The nurse is in the office from 7:50 A.M. until 3:20 P.M. If the nurse is not in, please go to the Principal's Office or see an administrator.

Any student who has an accident while on school property or traveling to or from school is asked to report immediately to the Nurse's Office and/or to a teacher, sponsor, or coach. Students should follow this procedure regardless of how slight they feel the injury may be. **Never leave school without permission of school authorities.**

Advisory

Advisory is a scheduled part of the regular school day. All students have Advisory every day; however, one day per week, Advisory is used for school improvement activities. Advisory time is to enhance student learning through individual study or group study with the permission of the teacher. Students may also use this time to obtain assignments for days missed or to check out books in the Media Center. Students may have restricted privileges during Advisory for failing grades or for violating Advisory procedures.

Advisory procedures:

1. Advisory typically follows the following rotation schedule:
    - Monday - Travel Day
    - Tuesday - Social/Emotional Learning Activity
    - Wednesday - Travel Day / Club meetings
    - Thursday - Travel Day
    - Friday - MHS News, Grade Checks, meeting with Advisory teacher
2. Students must bring all study materials needed to Advisory.
3. Students must either have a pass from a teacher or be on the Travel Doc in order to travel during Advisory.
4. Students may **not** leave the building during Advisory.
5. Students abusing Advisory privileges may lose those privileges. Privileges may be lost for up to the remainder of the semester.

Arrival and Departure

Classes begin at 8:00 A.M. and are dismissed at 3:10 P.M.
Students should arrive to school no later than 7:50 A.M. Students are released from morning entry at 7:50 A.M. to visit their lockers and arrive to class on time. Upon arrival at school, students may enter the building ***only by the pool doors (Door L).*** Students with early dismissal privileges should leave the building at the designated time, via the Pool Doors (Door L). Students who abuse early dismissal may lose their privilege. **Students who do not have early dismissal are asked to report to their after-school activities immediately or exit the building and be off school grounds by 3:30 P.M.**

Awards for Academic Achievement

Student achievement is acknowledged in many ways at MHS. Subject awards are presented for excellent student work in selected departments. Grants, scholarships, and other awards are given at Senior Awards Night. The winners of the awards are evaluated against a set of criteria determined by the department, organization granting the award, or by the Honors and Awards Committee composed of Faculty and Administration. For further information, contact the High School's Main Office at 254-7300.

Bookstore

The Bookstore is located at the west end of the building in the Commons area. There, students and parents may pay book fees, purchase school supplies, buy tickets for activities (other than athletics), and receive school-issued technology device assistance. The Bookstore is open from **7:30** A.M. to **3:15** P.M. during regular school days.

Cafeteria/Commons

Lunchroom Manners:

1. Wait patiently in an orderly line.
2. Leave furniture at its original location.
3. Keep personal items under your own care and well attended.
4. Use good eating manners and a quiet demeanor in the lunchrooms.
5. Stay seated unless you are cleaning up your eating area.
6. Throw away all trash as soon as you finish eating.
7. Return your tray as soon as you finish eating.
8. Report spills and help clean things up.
9. Assist in keeping the area neat and orderly.

10. Dispose of all food and drink items before leaving the lunchroom.
11. Remain inside the lunchroom and seated until released.
12. If you need any assistance, please ask the lunchroom supervisors.
13. Once you receive your food, there is no traveling between the Cafeteria and the Commons.
14. Designated lunch areas are restricted to the Cafeteria & Commons. Students found wandering the building during lunch will receive consequences.

Class/Block Schedule

Mishawaka High School uses a modified eight-block schedule. On the block schedule, four of the eight courses meet every other day; these days are designated as "Maroon" and "White." Students will have an Advisory block daily. The regular daily schedule for Maroon/White days is as follows:

Regular Daily Schedule

8:00 - 9:25 Block 1
9:30 -10:00. Advisory
10:05 - 11:30 Block 2
11:35 - 1:40 Block 3 & Lunches
A lunch - 11:35 - 12:05
B lunch - 12:25 - 12:55
C lunch - 1:10 - 1:40
1:45 - 3:10 Block 4

Please note that Advisory is a scheduled part of the school day. Its primary purpose is to enhance student learning. Students should use this time to get help from teachers/staff, get assignments after absences, and make up work.

Lunch times are determined by the subject being taken during block 3. Block 3 is 2 hours and 5 minutes long, divided into three 30-minute lunch periods plus passing periods (see the master schedule) and as follows:

- "A" Lunch: students report directly to lunch from their Block M2/W2 class at 11:35* A.M. Lunch ends at 12:05 P.M. "A" Lunch students then report to their M3/W3 Block class which starts at 12:10.
- "B" Lunch: students report to their block 3 class which starts at 11"35. B lunch begins at 12:25 P.M. and concludes at 12:55 P.M., splitting students' M3/W3 Block class into two segments, the last half being from 1:00 P.M. until 1:40 P.M.
- "C" Lunch: students report directly to their Block M3/W3 class. The lunch period begins at 1:10 P.M., and concludes at 1:40. Students are dismissed from Lunch to report to their M4/W4 class.

2 Hour Delay Schedule

10:00 - 11:00 Block 1
11:05 - 12:05 Block 2
**PM Elkhart Career Center students are dismissed from class at 11:30 to get lunch before getting on the bus.
12:10 - 2:05 Block 3 & Lunch
A lunch - 12:10 - 12:40
B lunch - 12:50 - 1:25
C lunch - 1:35 - 2:05
2:10 - 3:10 Block 4

Counseling Office

The Counselors' Office is located in the main hallway across the hall from the Pupil Services Office. Counselors are here to help you with academic/career planning, applying for college, and personal issues. Students may sign up to

see their counselor by asking their teacher for a pass or by visiting the office between classes. Each counselor sees students according to the student's last name:

A-E	Ms. Raffelock, Director of Counseling
F-La	Mrs. Centilli, Counselor
Le-R	Mrs. Hernandez, Counselor
S-Z	Mrs. Thompson, Counselor
All students	Mrs. Acosta, Social Worker

Students may request to see their counselor by sending an email to your counselor or you may also complete a request slip in the Counseling Office with Mrs. Murphy. The counselor will send a pass for the student as soon as possible.

Core 40 Diploma Requirements

The Core 40 Diploma requires 3 "buckets" of completion. Bucket 1 is the standard 40 credits, with Academic Honors and Technical Honors designation requiring additional credits. Bucket 2 is demonstration of employability skills through service-based, work-based, or project-based learning. Bucket 3 reflects Post-Secondary Readiness, which is demonstrated through College Readiness or Work Readiness. Refer to the current MHS "Course Offering Guide" found on the Counseling Department's website (https://www.mishawakaschools.com/mhs; then click on the Counseling tab). Please be aware that the graduation requirements for the class of 2029 and later will be changing. These changes are projected to be announced in December 2025.

Drama Productions

Auditions for parts in drama productions are open to all students. MHS offers two productions each school year - a play in the Fall and a Spring Musical. Listen to announcements and watch the Mishawaka Network for the dates and times for auditions for the upcoming production. In order to be considered for and to maintain a part in any production, a student must maintain passing grades in ALL classes throughout the production run. A grade report sheet will be filled out prior to and during the production run by every student involved and submitted to the director. Attendance is mandatory at all rehearsal dates listed per production on the application forms. Absences will not be excused unless a parent writes a letter or calls the director explaining the absence within twenty-four hours of the absence. Attendance at school is required in order to attend practice.

Driving/Parking Regulations

The right to drive a motor vehicle is regulated by the State of Indiana. Mishawaka High School considers driving to school to be a privilege. A student who drives a vehicle to Mishawaka High School is subject to the following regulations:

1. Mishawaka High School does not reserve student parking spaces nor guarantee a student parking space on school property or the surrounding streets. All parking spots in the small lot in front of Door N/Athletic Doors are reserved for school employees only.
2. Students are allowed to park on streets in the vicinity of the school. Please do not block driveways or delivery areas.
3. Students are expected to observe traffic flow patterns and obey all speed limits in the vicinity of the school.
4. All student drivers must be properly licensed and insured. School City of Mishawaka is not responsible for the vehicle or its contents while parked on or near school property. Students should always lock their vehicles.
5. Upon arrival at school, all vehicles must be parked and the occupant(s) must immediately report inside the building. No loitering is permitted in any of the parking areas. Neither smoking nor vaping are permitted on school grounds. Sitting and/or socializing in or near a vehicle is prohibited on the grounds or neighboring streets, and will result in disciplinary consequences.

6. Students are not permitted to return to their vehicles prior to the close of the school day unless: a) they have permission from an administrator, or b) they have been dismissed to attend other curricular or work-related experiences.
7. All vehicles parked on school property or grounds are subject to search at any time, if in the opinion of school officials, there is reasonable suspicion to believe that the vehicle contains drugs, alcohol, stolen property, or other contraband, firearms, or explosives strictly regulated by the laws of the State of Indiana. A refusal by the student, parent or guardian, or the owner to provide or allow access to a vehicle shall be cause for the termination of driving privileges and/or may be construed as an admission of guilt. The school also reserves the right to determine ownership, by search of the vehicle, when emergency conditions arise.
8. Vehicles parking in prohibited areas or parked improperly may be towed at the owner's expense.
9. During inclement weather, the cooperation of all drivers is requested in the safe operation of vehicles. Should parking spaces be obscured by snow cover, drivers are asked to park in an orderly fashion.

Repeated violation of the Driving/Parking Regulations will result in disciplinary consequences including loss of driving privileges and possible suspension from school.

Elevator

There is an elevator located near the library, another located in the Industrial Technology hallway and one in the west gym. Elevators are available for use by people with disabilities. Permission to use the elevators must be obtained in the Nurse's Office.

Elkhart Area Career Center

Mishawaka High School and the Elkhart Area Career Center work collaboratively to offer certain students an opportunity for technical and career studies off the Mishawaka High School campus. If you are interested, see your counselor for eligibility requirements and course offerings. Transportation to and from the EACC is provided free of charge by School City and students are required to ride the bus to and from the Center unless they have obtained prior approval from school administration. Students must report to class immediately upon returning from EACC. Simultaneous attendance at EACC and MHS is a requirement if students wish to remain in the EACC program.

Honor Roll

Honor Roll is an academic distinction awarded to students who achieve a high grade point average during a specific semester during the school year. It serves to recognize and celebrate their consistent hard work and strong academic performance. At Mishawaka High School, we celebrate students who achieve a GPA of 3.5 or greater during a semester. Students with a GPA of 3.75 or greater will be awarded a High Honor Roll distinction.

Lockers and Locks

Each student is issued a locker, with a built-in lock, for his/her exclusive use. Lockers are required for student use in storing school supplies and personal items necessary for use at school. **Starting in the 25-26 school year, students may no longer carry backpacks from 8:00am - 3:10pm.. Backpacks and personal items must be stored in your assigned locker; only small crossbody bags (no larger than a sheet of paper) are allowed to be worn during the school day.** Lockers made available for student use on the school premises include lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and the art classrooms. These lockers are the property of the school corporation and are not to be used to store items that can cause, or can reasonably be foreseen as to cause, an interference with school purposes or educational function or which are forbidden by state law or school rules.

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

drugs, or alcohol. When students terminate the use of their assigned locker, they are expected to empty it, remove all attached materials, and leave the locker in the same condition it was in when it was assigned to them.

Only under special circumstances may a student use a personal lock on a locker. Its combination or a key that will open the lock **MUST** be given to the Pupil Services Office (PSO). *(Any unauthorized lock may be removed and destroyed without notice.)* The posting of materials inside the locker that can be considered disruptive to the educational process will be handled according to procedures.

Do not change your locker without permission from the Pupil Services Office. Sharing lockers is prohibited. Disciplinary consequences will be given to students who share lockers. Locker combinations are not to be shared.

Media Center/Library

The purpose of the Media Center/library is to inspire and nourish a lifelong love of reading and learning through providing resources that support and enhance the curriculum/students' interests. This is a place where all students, faculty, and members of the school community can feel welcome and can learn to be effective users of ideas, technology, and information. The Media Center is available for student use from 7:40 A.M. to 3:20 P.M., Monday through Friday. Students wishing to use the Media Center during Advisory must sign-up before that day so they can be put on the Travel Doc. Students accessing the library outside of Advisory time must have a pass from their teacher to enter the library. Students can access the Destiny online card catalog at any time by going to the MHS homepage and clicking on the Destiny link under the Media Center tab.

Students will receive notices a week prior to their books being due through email. They should return or renew their books in a timely manner. Students with overdue materials may not check out any additional items and may be grounded to Advisory until the matter has been resolved.

Additional procedures may be implemented as the need arises.

Morning Pledge of Allegiance/Moment of Silence

Indiana Code 20-30-5-4.5 states "the governing body of each school corporation shall establish the daily observance of a moment of silence in each classroom or on school grounds." Mishawaka High School acknowledges that every student has the right to the free exercise of religion in school which also allows students the freedom to engage in or refrain from any religious observation on school grounds. During the moment of silence, students are expected to remain seated or standing and silent; students in the hallway must stop walking. MHS will ensure that students will "make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice." (IC 20-30-5-4.5)

MPG

The purpose of the Mishawaka Parent Group (MPG) is to promote the welfare of all students, teachers, and parents involved in the educational process. Your family is encouraged to join the MPG. See the Main Office for further information on activities and membership, or see https://www.mishawakaschools.com/Page/2081

Music

Mishawaka High School offers a comprehensive music program with concentrations in band, orchestra, and choral programs. Multiple required performances are given throughout the year. (See the current Course Offering Guide for further information.)

Honor Society

Mishawaka High School offers students the opportunity to participate in a variety of Honor Societies. Those options currently include National Honor Society, National Art Honor Society, French Honor Society, German Honor Society, and Computer Science Honor Society. The requirements for joining each society vary based on each society's national qualification standards. For more information about joining an Honor Society, see the teacher sponsor.

Offices, Administrative

Mishawaka High School

The Principal and Associate Principal can be found in the Main Office area. The Assistant Principals can be found in the Pupil Services Office suites located just east of the Main Office area. These administrators are available to help or answer questions for all students and parents.

School City of Mishawaka

The School City of Mishawaka Administrative building is located at 1402 S. Main St in Mishawaka (46544). The Superintendent and corporation Directors (Student Services, Teaching & Learning, Human Resources, School Safety, Exceptional Learners) may be reached by calling 574-254-4500.

Find additional information on the website at www.mishawakaschools.com.

Proms & Dances

Prom is an exciting time for Juniors and Seniors and their guests. The dance is a celebration for those who have succeeded in their studies and now are looking forward to graduation and toward the future. Other dances are held throughout the school year including the MPG Blizzard Ball and Student Council's Homecoming Dance. Watch for announcements on the Mishawaka Network.

All school rules and regulations apply during Prom and dances. Students on Social Probation are not permitted to attend extracurricular activities including dances and Prom. Additionally, if a student is absent from school on the day of a dance, they will not be allowed to attend a dance held on that same day. Students must be current on all financial and disciplinary obligations or they will not be allowed to attend dances and/or the Prom. Some dances are only for MHS students while others allow for outside guests. Guests age 21 and over are not permitted at any school sponsored dance; freshmen are not permitted at Prom. Guests from other high schools or who have graduated from high school must be a student in good standing in order to attend. Inappropriate dancing, behavior or immodest attire is prohibited. Dresses must be fingertip length or longer without pulling the dress down. Strapless gowns are allowed, but plunging necklines are not allowed, nor are dresses that have the midriff or sides cut away.

Publications

The *Alltold* is the Mishawaka High School student newspaper. It serves to supplement the educational environment of Mishawaka High School by providing an informative and entertaining source of news and communication to the students, faculty, staff, parents, and community. The publication is committed to the conservation of high journalistic standards. At Mishawaka High School, students can take Journalism as a course, but this is not required for participation in the *Alltold*. Students who hope to work on the newspaper staff should arrange to meet with the advisor. Start with your Counselor if you need help making these arrangements.

The *Miskodeed*, the yearbook, is a permanent memory book of the school activities from the year, edited by a staff of seniors, assisted by a staff of underclassmen. Students who hope to work on the publication staff should arrange to meet with the advisor or their counselor. Participation in the *Miskodeed* staff does require enrollment in the Yearbook course.

Senior portraits for the *Miskodeed* will be accepted based on the policy set forth by the *Miskodeed* Advisor. It is the responsibility of each senior to arrange the submission of a senior portrait. Senior portrait sessions are not provided by, nor paid for, by the school. Students whose photo is not submitted by the announced deadline date will not be

pictured in the *Miskodeed*. The *Miskodeed* will be sold throughout the school year. To purchase a book, please contact the *Miskodeed* advisor. Yearbooks must be ordered prior to the end of the school year (or by the ordering deadline) and are delivered in the fall of the following school year to ensure that Spring events like Prom and Commencement are included.

Paid yearbooks can be picked up at MHS by the following people: the purchaser with the receipt or photo identification, or a designee of the purchaser with the receipt and photo identification.

Pupil Services Office (PSO)

The Pupil Services Office is located to the east of the Main Office area. The PSO handles school safety and security. They offer support for students to maintain and promote responsible school attendance and academic success through behavior that does not disrupt the educational process. When students enter the PSO, they must sign in and turn their cell phone in to the secretary. Students place their phone in a plastic bin and take a corresponding numbered card to claim their phone when getting it back. Unless facing a cell phone infraction, phones are returned to students as they exit PSO. This applies to *all* students reporting to PSO, no matter the reason.

Report Cards

All students will be issued a progress report via Skyward at the conclusion of each six-week grade check and a report card at the end of each Semester. Report cards are not mailed home. Parents are asked to review progress reports and report cards with their student. Parents may also contact teachers through e-mail or telephone.

Social Probation

Students that have significant attendance or disciplinary issues will be placed on social probation and will not be allowed to attend school-sponsored social activities to include athletic events, plays, dances, the winter formal, and Prom. Social probation may be issued for a semester or the full school year. Students may be able to show improvement in their attendance or behavior to be removed from social probation early.

Solicitation of Staff & Students

Students are requested not to solicit the staff or other students on the school premises for any non-school financial activity or motive.

Student Activities

Mishawaka High School offers a variety of extracurricular activities in which students are encouraged to participate. Getting involved is recommended to students as the best way to quickly feel a part of the MHS tradition. Ask for a copy of **"Get Involved at Mishawaka High School"** from the Counselors' Office or Main Office or find it on the MHS website.

Student Council

A copy of the Student Council Constitution and how to become a member can be obtained by contacting the Student Council Advisor. Ask for additional information in the Main Office. Representatives must be students in good standing, have a "C" average or better, no failing grades in all subjects taken the semester previous to the election, and must maintain the average throughout the student's term.

Student Records

Parents, whether custodial or non-custodial, have a right, unless prohibited by the court, to equal access to a given pupil's records until the age of 18. Please request access in writing or in person. If the student is eighteen or older or is attending a post-secondary educational institution, the student themself may make the request to see the records.

POLICIES & PROCEDURES

Attendance Procedures

Students need to be in attendance on all school days except those excused by policies approved by the School City of Mishawaka School Board, or considered exceptions as mandated by the State of Indiana. Regular and punctual school attendance is expected, encouraged, and enforced. School attendance is an area of cooperation between the school, the parents, and the student so the whereabouts of each student will be known at all times during the school day. **If a student is absent from school, or unexcused for two or more classes, he/she will not be allowed to attend any school function (extra or co-curricular activities) that day or evening.** Athletes who are absent from school must follow the Athletic Department's policy for participation in practices/games following an absence from school. See pg 24 of the MiHi Guide or the Caveman Code for specific guidelines related to Athletics.

Parents or guardians are requested to call Mishawaka High School Pupil Services Office **(254-7301)** by **10:00 A.M.** if a student is going to be absent, tardy, or leave school for an appointment. The purpose of the phone call is to notify school authorities that the parent is aware of the student's absence from school. Verification of a student's absence is the responsibility of the parents. If no call is made the day of the absence, the parent/guardian **must call** or notify the school in writing within **48 hours** or the absence will be considered **unexcused.** Parents may also submit absence notification via the Attendance tile in their Parent Skyward account.

Parental notes or telephone calls may excuse absences that fall under the approved list below. An absence, even when notified by a parent, that does not fall under the approved list below, will be Unexcused. When a student has accumulated an excessive number of excused absences per year for illness, a doctor's note or a Certificate of Incapacity may be required for each subsequent illness to be excused. Failure to attend class will be considered truancy and will be dealt with accordingly and through the discipline process. Students may qualify for Mishawaka High School's Attendance Incentive Program and referred to the Juvenile Justice Center of St. Joseph County. Students with excessive unexcused absences may be placed on Social Probation.

Parents are allowed to call their child out of school up to 10 days in a school year. Once those 10 call-outs have been utilized, all absence moving forward will be unexcused without a doctor's note.

Excused Absences

Excused absences are those absences that occur with parental knowledge and consent, **and the school's approval**. There is no penalty for an excused absence and missed work may be made up for full credit. However, when the total number of absent incidences is considered to be excessive, a doctor's verification may be required for an illness/absence to be excused. The Corporation accepts only the following as excusable reasons for absence from school:

A. Illness
B. Funeral
C. Medical appointments; verified by a written note from the doctor
    a. Students are expected to return to school following appointments if there is at least 85 minutes left in the school day. Students who do not return to school following appointment may have that time be considered unexcused unless the appointment note specifically states the student should return to school the following day.
D. Quarantine of the home; verified by the health department or school official
E. Exclusion from school supported by written documentation by nurse or other designated school official
F. Absences for justifiable personal reasons, with prior written request and written approval from the Principal
G. Observance of Religious Holidays. Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief
H. Unexpected or unavoidable absences as determined by school administrators
I. Other Exempt reasons authorized by law:

a. Service as a page for or as an honoree of the Indiana General Assembly (Counted as a day of school attendance)
b. Service on a precinct election board or as a helper for a political candidate or to a political party on the date of each general, city, special, or primary election at which the student works (Counted as a day of school attendance)
c. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year (Counted as a day of school attendance)
d. Serving as a member of the State standards task force (Counted as a day of school attendance)
e. Serving as a member of the Indiana wing of the Civil Air Patrol who is participating in a Civil Air Patrol program (Counted as a day of school attendance)

J. Absences that do not accumulate against this guideline include field trips and college visits

Unexcused Absences

Unexcused absences are those absences that occur with parental knowledge and consent but without the school's approval. Students with unexcused absences will receive disciplinary consequences. Examples of unexcused absences:

A. Personal reasons (running errands for family, birthday, hair appointment, shopping trips, etc.)
B. Unapproved vacations or trips
C. Family emergency
D. Transportation problems
E. Babysitting
F. Any absence without documentation or note from parent, guardian, or medical professional
G. Failure to provide a note or parent call within forty-eight (48) hours of the absence
H. Trips without prior notice and approval by the school
I. Any absence that is not an excused absence. For example, personal reasons not illness related; family emergencies; transportation problems; babysitting.

In situations where the student has an unexcused absence, course/class work may be made up for credit in accordance with School City of Mishawaka Administrative Guidelines 5200. **Ten or more unexcused absences will result in a student being placed on Social Probation.** This excludes students from any extra-curricular events (athletics, clubs, school functions, dances, prom, etc.) for the remainder of the semester. Students may be removed from Social Probation following significant attendance improvement. .

Truancy

Truancy is an absence that occurs without parental knowledge and consent and without the school's approval. A student who has accumulated more than ten (10) truancies per school year shall be considered a "habitual truant". The Superintendent or the Attendance Officer may report a student who habitually absents himself or herself from school, in violation of the Indiana Compulsory Attendance Law, to an intake officer of the juvenile court. Social Probation may be instituted for students who are habitually truant to school.

A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or the school without the proper permission of school authorities. Course work/class work may be made up for credit in accordance with School City of Mishawaka Administrative Guidelines 5200. If a student violates the attendance or other rules of the school, he/she should be disciplined appropriately for the misconduct.

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

a. Is a habitual truant under Indiana Code
b. Is under at least a second suspension from school for the year under Indiana Code
c. Is under an expulsion from school due to misconduct under Indiana Code
d. Has withdrawn from school, for a reason other than financial hardship, medical reasons, or court order and the withdrawal was reported according to Indiana Code before graduating

If a person is less than eighteen (18) year(s) of age and is a habitual truant, is under a second suspension or an expulsion or has withdrawn from school, the Bureau of Motor Vehicles shall, upon notification by the Principal, invalidate the person's license or permit until the earliest of the following conditions:

a. The person becomes eighteen (18) years of age
b. 120 days after the person is suspended or the end of the semester in which the person returns to school, whichever is longer
c. The suspension or expulsion is reversed after the person has had a hearing as allowed under Indiana Code

Bullying

School City of Mishawaka takes all forms of bullying seriously. IC 20-33-8-0.2 defines bullying 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, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
2) has a substantially detrimental effect on the targeted student's physical or mental health;
3) has the effect of substantially interfering with the targeted student's academic performance; or
4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Students who are experiencing or witnessing bullying should report it immediately to a school counselor, administrator, trusted teacher, or adult. Bullying may be reported anonymously via the Safe School Hotline which is linked on the Mishawaka High School website homepage. For more information regarding the disciplinary actions for bullying, see the Rules and Regulations for Student Conduct section of the MiHi Guide.

Cell Phone Policy - Updated 2026!

School City of Mishawaka secondary (grades 7-12) administrators recognize the potential benefit that student cell phones can have with regard to our students' safety and emergency needs; however, this policy is being put into place as a result of Indiana Senate Bill 78 (2026). The bill states that students' cell phones and smart devices must be stored away from "bell to bell" which is 8:00am-3:10pm. It specifically prohibits a student from **using or possessing** a wireless communication device during the school day. We acknowledge the importance that a cell phone plays in the life of high school students and that bringing a personal communication device to school is sometimes unavoidable; however, in compliance with Senate Bill 78, the following protocol is in place for all student wireless communication devices:

- All electronic communication devices must be off and stored in the student's locker during school hours.
    - This includes cell phones, tablets, hotspots, smart watches, and smart glasses.
    - The only electronic devices allowed are SCM issued Chromebooks and devices necessary for medical purposes (with medical documentation).
- These devices **may not** be accessed during the school day, including during passing periods or lunch.
- Headphones and earbuds are not permitted during the school day.
    - Teachers will have classroom sets of headphones available for instances when it is necessary for learning.
- All school personnel have the right to confiscate electronic devices - both school-owned and personal - when any expectations are not being upheld. Failure to hand over the device when requested will result in an automatic in-school suspension.
- All School personnel have the right to assign use of student cell phones for medical purposes ONLY.

NOTE: School City of Mishawaka will **NOT** assume responsibility for lost or stolen cell phones.

Students who are in violation of the MHS Cell Phone Policy will face disciplinary action:

- **First Infraction:** The cell phone will be confiscated by a teacher or school staff member and held in the Pupil Services Office. The student can pick it up after 3:10 p.m. An email notification will be sent home. The notification will include that parent pick-up will be required for all future violations.
- **Second Infraction:** The cell phone will be confiscated by a teacher or school staff member and held in the Pupil Services Office. A 2-hour detention (Thursday School) will be assigned. Parent pick up will be required.
- **Third+ Infraction:** The cell phone will be confiscated by a teacher or school staff member and held in the Pupil Services Office. One to three days of ISS will be assigned. Parent pick up will be required. A mandatory meeting between the Administrator, Parent, and Student is required for re-entry. .

Certain infractions will result in students immediately losing the privilege to bring a cell phone on campus. This penalty will be decided by school administrators and includes, but is not limited to, infractions such as:

- Recording/Posting/sharing harmful material against students during school hours.
- Recording/Posting/sharing harmful/defamatory material of any members of the school community.
- Refusing to give the device to a school official who requests it
- Making threats against the school community
- Five or more cell phone infractions

Every student will be provided with a school issued chromebook. Students may not use a personal computer during school hours. **Headphones or earbuds should not be worn at any time during the school day.** Students found in violation of this policy will be subject to consequence and confiscation of said device(s).

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

An office telephone is available for students to use before/after school, during lunch, and urgent matters such as illness. In any instance requiring emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. All classrooms are equipped with a landline.

Detention

Students may be detained before, during or after school for disciplinary action or other reasons, under direct supervision of an MHS staff member.

30-min Detention is held daily from 7:20-7:50 A.M. or 3:20-3:50 P.M. *Ask in the Main Office or PSO for the location.

2-hour Detention/Thursday School is held from 3:20-5:20 P.M on Thursdays

Lunch Detention is held over the student's lunch time.

Saturday School Detention is held from 8:00 A.M. – 12:00 Noon

Students must bring enough study materials to detention to remain busy. Talking, not studying, getting out of one's seat, gum chewing, sleeping, and laying one's head down, are not permitted. **All students must sign in to receive credit for detention attendance.** Detentions must be served on the date they are assigned unless an administrator in advance of the assigned date has approved alternate arrangements.

Dress Code

Appropriate student dress is important to maintaining a positive school climate; it is conducive to teaching and learning, and helps to eliminate unnecessary distractions. Students are encouraged to dress appropriately for school so as to maintain an attitude of respect for self and others. Student dress is governed by the rules established in the

SCM Parent-Student Handbook which can be found on the School City of Mishawaka website → Parents → Current Parents → Parent Student Handbook.

Mishawaka High School students who do not adhere to the SCM Dress Code Policy may have detentions assigned following each violation.

Earbuds

Earbuds and headphones are not permitted to be worn during the school day as it poses a safety concern to students. The only exception to this rule is use of headphones during an academic, teacher directed activity that requires their use. See the MHS Cell Phone policy for more details.

Electronic Devices

Electronic devices, including radios, CD, DVD or tape or digital players may only be used before or after school. Music, games, or other electronic devices, which also contain cell phones, may not be used. They should only be used before or after school. Laser pointers are not permitted on school property. Due to privacy issues, cameras, video or audio recording devices, and camera cell phones are not to be used at school. Flash drives may be used to transfer school projects/files, but are subject to review by School Administration for compliance to the district's "Acceptable Use Policy". **Note: The School City of Mishawaka will NOT assume responsibility for lost or stolen electronic items.**

Emergency Drills

Periodic emergency drills are required by law as a safety measure to protect students in the event of a real disaster. Fire and storm procedures are posted in each classroom. When the alarm is sounded, all students are expected to follow the appropriate procedures including exiting the building or reporting to the designated shelter area. Students are also expected to refrain from talking and to remain with their class for the entire period of time.

ExtraCurricular Events Conduct

The school administration has the right to discipline any student misconduct at school-sponsored activities. The Rules of Conduct apply to all **home** and **away** athletic events, dances, school sponsored trips, and activities.

Grading, Evaluation, and Final Exams

Each teacher has the responsibility of establishing in his/her class a fair and just grading system for evaluating students' work. Teachers will explain this grading system at the beginning of the semester. Teachers are accountable for their grading system and gradebook keeping; therefore, questions concerning grade procedures and standards should be referred to the teacher. Teacher's record books are required to include attendance and grades.

Continuous Grading

- Mishawaka High School uses a continuous grading system for semester grades. The entire semester grade is calculated as a minimum of 80% and the final exam will be calculated as a maximum of 20%. Weighting of the final, up to 20%, will be at the discretion of the teacher (excluding dual-credit courses).
- MHS uses 6-week progress reports that are available to students and parents, but these grades will **not** be calculated as 30% of the semester grade.
- What this means for students and teachers:
    - This allows for grades to be more reflective of work done throughout the semester rather than forcing the work of one term to be worth 30% when that may not accurately reflect the proportionality of the work relative to the entire semester.
    - This supports mastery grading: grading that focuses on learning and demonstration of skills and content. Mastery does not always happen on a 6-week schedule.
    - This allows summative assessments to fall more naturally into the curricular flow and does not

force them to occur within certain terms/weeks.

- This takes into consideration that teachers do not typically cover the same amount of content in each of the 6-week terms, or in the beginning of the semester as they do in the end of the semester.

Grading Scale		GPA Points	
Percent		*Regular*	*Weighted*
100-98%	A+	4.33	5.42
97-94%	A	4.00	5.00
93-90%	A-	3.67	4.58
89-88%	B+	3.33	4.17
87-84%	B	3.00	3.75
83-80%	B-	2.67	3.33
79-78%	C+	2.33	2.92
77-74%	C	2.00	2.50
73-70%	C-	1.67	2.08
69-68%	D+	1.33	1.67
67-64%	D	1.00	1.25
63-60%	D-	0.67	0.83
59-0%	F	0.00	0.00

Graduation Requirements

In accordance with the Indiana Department of Education, MHS offers a variety of diploma tracks for students to meet their academic needs and future plans. See "MHS Course Offering Guide" for additional information on the requirements for each type of diploma and to determine which will best prepare you for your future endeavors.

Hall Conduct

Behavior in the halls during passing periods should be courteous and orderly at all times. Proper language and respect for staff and fellow students should be observed. Students are not to loiter in the halls but make an effort to be in the next class as soon as possible. Running, pushing, or rowdy behavior will not be permitted. **Food or drink is not allowed in the halls or lockers at any time.**

Hall Passes

Students should not be in the hallway when classes are in session. Students in the hallways after the bell are to have **passes** signed by a staff member. Teachers are instructed to avoid excusing students from class unless it is a necessity. Students should see to personal needs during passing periods.

Homework Policy

Homework shall be assigned to support and extend skills learned by the student through daily classroom instruction. Assigned homework will require students to apply skills related to curriculum objectives. All homework will be evaluated and feedback will be promptly provided to students. The teacher will utilize the results of the homework as a means of providing appropriate instruction and re-teaching for the student. Teachers may have individual policies about homework.

When a student is absent from school, they should check their course on Canvas and/or email their teacher for further instructions. Students who have been absent for an extended period of time may have parents contact the school to request any work that has been assigned/distributed as paper/pencil and is not available on Canvas. .

Illness During the School Day

A student who becomes ill during the school day should get a pass from their teacher and report to the nurse. ***Students should not contact their parent/guardian/family member asking to be picked up if they are ill.*** All students should report to the nurse's office where the school nurse will evaluate the student's health and contact their parent/guardian/emergency contact if the student needs to leave school. **Students who contact their parent or guardian without seeing the nurse should be told to report to the nurse's office for assessment.** A student leaving without permission from the nurse or administrator will be considered truant and will receive disciplinary consequences. Additionally, a parent, guardian, or emergency contact must be communicated with prior to a student being sent home.

In-School Suspension

Students may be assigned to In-School Suspension (ISS) based on significant or habitual violations of the Rules for Student Conduct. Students assigned to ISS receive credit for school attendance and completed class work. The usual assignment is from 1-5 days, but additional time may be earned by not completing assigned schoolwork or misconduct.

Students are not allowed to attend after school activities (practices, games, etc.) until they have completed their assignment to ISS.

A student may be assigned In-School Suspension for a period of up to ten (10) days. Parents will be notified as to the reason and duration of this placement. The assignment of a student to the ISS Program will be made by the Principal, Associate Principal, or Assistant Principals.

Prior to leaving the ISS Program and returning to regular classes, the ISS instructor will certify that all assigned work for regular classes has been completed. Any student removed from ISS for misbehavior may receive additional consequences.

Students must follow all ISS rules, including signing a paper indicating they have read and understand all ISS rules. Failure to follow the rules of ISS may result in the student being required to re-serve the time in ISS.

Leaving School During the Day

When it is necessary to attend an appointment during the school day, prior approval must be obtained from the Pupil Services Office by way of a written note, phone call from the parent, or Guardian Entered Request on Skyward. The PSO office should receive these items at least 2 hours before scheduled appointments to ensure your child is ready for pick up when you arrive. Failure to notify the PSO with adequate notice may result in your child being late leaving school.

Students must have administrative approval to leave school during the school day. Whenever possible, appointments should be made during non-school hours. **Leaving school without the prior permission of an administrator will be considered a truancy/unexcused absence and will result in disciplinary consequences.**

Make-up Work

Students at Mishawaka High School are expected to hand in assignments on the assigned due dates and to take quizzes and tests with their classes. Late work will be penalized by a deduction in points (off the original points available) and then graded by the teacher. Point deductions will be as follows:

- General courses: 20% late penalty (penalty is assessed one time per assignment off the total points available). Work will be accepted up to 2 weeks after the original due date or at the end of the unit/module.

- Honors/AP courses: 25% late penalty (penalty is assessed one time per assignment off the total points available). Work will be accepted up to 2 weeks after the original due date or at the end of the unit/module.
- Dual credit courses: All dual credit courses must follow the accrediting university's late work policy.

Students who are absent for quizzes and tests must make up all summative assessments. Teachers will work with students to make appointments to make up assessments. These make-up times may be before or after school, during advisory, or at another time approved by the teacher. If the student does not take the assessment on the agreed-upon date or by the teacher-given deadline, the teacher will notify PSO and the student will receive a two-hour Thursday school. If the student does not attend the Thursday school, an all-day ISS will be scheduled. The intention is that students will make-up assessments on Thursdays, either with the teacher in the classroom (and then go to Thursday school) or in the Thursday school setting.

Students who are truant or have unexcused absences must take assessments. Teachers may give different make-up assessments.

Messages

To avoid classroom interruptions, messages will not be sent to students unless it is an extreme emergency. Personal business needs to be taken care of before and after school. **Only emergency messages from a parent or guardian will be delivered to students. Students may not send or receive messages/phone calls with cell phones during class time.**

Non-School Materials or Items

Any materials or items that a teacher considers detrimental to educational purposes may be confiscated and may not be returned to the student. Note: School City of Mishawaka will NOT assume responsibility for lost or stolen items.

Revocation of Indiana Driving License

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following:

(I)is a habitual truant;

(II) is under at least a second suspension from school for the school year;

(III) Is under an expulsion from school; or

(IV) Is considered a dropout

See **Truancy** for more information.

Schedule Changes

Schedule changes at the beginning of a school year can be made if one of the following conditions exists:

- Previously earned credit so the class is not needed
- Empty block
- Inappropriate level placement.

After the start of school, the following criteria are used:

- Extenuating circumstances, hardship, or extended illness.
- Changes in a course level of a required course only if discussed with the parent, teacher, and counselor, and all three are in agreement that the level should be adjusted. This does not include elective courses.
- No course will be dropped or added after the **second week** of school.
- Students may not drop a course they have been scheduled for in order to take it in alternative education.

Search and Seizure

The search of a student's person or property shall be based on a reasonable suspicion that the student has in his/her possession any item of an illicit or illegal nature, stolen property, or other such contraband that they are forbidden to possess, or materials which may have been used to cause disruption to the educational process, or which may endanger students or school personnel. Reasonable suspicion may be based upon, but not limited to, student tips, faculty referrals, parent phone calls, or suspicious behavior on the part of a student. Any information received will be examined as to its validity and credibility prior to any action being taken. Building administrators shall have the authority to examine, or cause to be examined, a student's person, or property. For more information regarding the SCM Search and Seizure policy (5771), please reference the SCM Parent & Student Handbook.

Smoke-Free Policy

School City of Mishawaka prohibits the use of tobacco in any buildings and on all school grounds. "Use of tobacco" means all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

Supervision of Student Behavior

All faculty members, administrators, custodians, office staff and other support staff have the responsibility and authority at all times and in all areas to correct any act of misbehavior. Any of these persons may send a student to the Pupil Services Office. Students who defy the direction of SCM employees will be subject to disciplinary measures up to and including out of school suspension.

Visitors

All visitors must sign into the building at Door L (Pool Doors), show proof of identification, and be escorted to their intended destination promptly. During the school day, no student visitors will be allowed to interrupt the instructional process. Students will not be sent for during class time at a visitor's request, nor will they be paged during the school day. **Visiting during lunch hours, etc., is not permitted.**

Withdrawal from School

Should it be necessary for a student to transfer/withdraw from school during the year, withdrawal papers must be completed in the Counseling Office. For students transferring to a different school, we must have a record of the transfer school, the withdrawal date for MHS and the start date of the new school so the transfer can be completed. In the event of a withdrawal from school without transfer, an exit conference with a parent is required unless the student is 18 years of age. Students who wish to withdraw before the age of 18 may only withdraw for the following reasons:

1. Financial hardship
2. Court Order not to go to school
3. Medical reasons

All issued tech devices, books, and instructional materials must be returned and financial obligations cleared at the time of withdrawal.

Work-study Programs

Mishawaka High School offers work study programs in the form of work-based learning, Co-Op, EACC, Building Trades, and Vogue.The work-study program is an academic privilege, requires enrollment in appropriate courses or capstone courses, and is contingent upon good attendance and academic standing at Mishawaka High School. Students entering or leaving the building must show I.D. cards with the appropriate arrival or departure time on them.

Students enrolled in work based learning, capstone courses, or Co-Op must have a job within two weeks from the first day of school. Failure to comply may result in loss of credit and or removal from the program.

RULES & REGULATIONS FOR STUDENT CONDUCT

Philosophy & Goals of the Disciplinary Policy

It is the purpose of the staff of Mishawaka High School to provide a safe and orderly environment for all students. Such an environment is a precondition for effective learning. In order to fulfill this purpose, it is essential to establish certain standards for student conduct. The goal of these standards is to promote the best possible learning environment, an environment that will enable all students to strive for their maximum mental and physical development during their years at Mishawaka High School. The responsibility to maintain this safe, orderly environment falls to the cooperative efforts of students, parents, teachers, administrators and the community.

It is important that the students and parents be well informed of the school's expectations in these areas of student conduct, as any major violation of school rules may be reported to local law enforcement. Through publications such as this, the SCM Parent-Student Handbook, and meetings with students and parents, the school makes every attempt to inform all stakeholders. This document should be read carefully and kept for future reference.

1. This is intended to be a working list of violations and consequences. The school's jurisdiction and rules for conduct are not limited to this listing (see "Rules for Student Conduct" below).
2. The violations cover the school day and any school event or activity before or after hours and may cover passage to and from school.
3. Consequences may include reprimand, detention, loss of privileges, referral to special personnel in the school, parent conferences, closed lunch, probation, Saturday school, Wednesday extended detention, work detail, loss of driving privileges or participation in extracurricular activities including athletics, in-school suspension, out-of-school suspension or expulsion and prosecution by Civil Authorities.
4. Students suspended out of school are also suspended from attending **all** school activities, both as a participant and as a spectator, during the time period of the suspension. The student also may not participate in the cooperative work experience program.
5. An expulsion may last until the end of the semester, two semesters, or one calendar year. A student who commits a serious violation the last few days of school may be expelled for the following school semester or year.
6. For more serious violations parents/guardians will be contacted. Parent conferences may be necessary for out-of-school suspensions.
7. Major violations that may result in an expulsion will be part of a student's disciplinary file for his/her remaining years at MHS and will be a factor in subsequent violations and consequences.
8. Consequences are assigned based on the type or nature of the infraction, and/or by the accumulated number of disciplinary infractions, and get progressively more stringent as referrals accrue.

Violations & Consequences

1. **ACADEMIC DISHONESTY:** Cheating, including plagiarism, on any school assignment will be considered a disciplinary violation. Use of AI technology, such as ChatGPT, also qualifies as cheating. Students will receive a zero on the particular assignment when found guilty of cheating or plagiarism. Repeated violation of this policy may result in consequences ranging from additional zeros up to and including failure of the semester in the class where the cheating occurred.
2. **ALCOHOL:** See Illegal Substances
3. **ARSON:** Arson is considered a criminal act. Students who deliberately set fire to school property may have charges pressed against them by the Mishawaka Police Department, as well as face school disciplinary action up to suspension and expulsion, and also be required to pay restitution.

4. **AWOL:** It is the responsibility of each student at Mishawaka High School to attend school every day that he/she is physically able to do so. All students are expected to be in an assigned area or assigned activity from the time they arrive on school property until they leave school property. Mishawaka High School has a closed-campus policy in effect for all students. After arriving at school, **no student is permitted to leave the school grounds any time during the day, including lunch period, unless the attendance office has received prior parental notification and an off-campus pass has been issued**. The parking lot is considered off limits at all times, except before and after school for those students who have permission to drive. A student who is not in attendance at school when he/she is physically able may be considered truant. Truancy will result in consequences.
5. **BULLYING:** Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt repeated acts or gestures, including verbal or written or electronic communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Consequences for this behavior range from suspension to request for expulsion.
6. **BUS VIOLATION:** The Transpo Bus Lines provide transportation for every student enrolled in the corporation. The following are guidelines to be observed by all student riders:
    a. Conduct yourself at all times in such a manner that will bring credit to yourself and upon your school. Transpo is an extension of Mishawaka High School. MHS has the right to discipline any student who violates any school rule while on Transpo buses or at the Transpo Exchange Depot.
    b. Be on time at the designated bus stop or pick-up point to keep the bus on schedule.
    c. Stay off the road at all times while waiting for the bus and do not move toward it until it has been brought to a complete stop.
    d. Be seated upon loading the bus and remain seated while the bus is in motion.
    e. No device which will cause a distraction or endanger the safety of other students or the driver will be permitted on the bus.
    f. Heads, arms, and hands will not be allowed to protrude from the windows. Windows and doors will not be opened or closed by students except by permission from the driver. Nothing is to be thrown out of the windows.
    g. Keep the bus sanitary. Food, candy, and beverages will not be consumed on the bus, nor will smoking, vaping, or tobacco chewing or possession be permitted.
    h. Boisterousness and clamor are to be avoided so that the driver can give full attention to the driving. Be courteous and thoughtful to fellow passengers. Absolute silence will be expected when approaching a railroad crossing.
    i. Transpo has the right to revoke a student's ability to ride the bus due to violations of their above rules or rules set forth to all riders by Transpo. Suspensions from Transpo riding start at a minimum of 6 weeks and go up to the entire school year.
7. **CAFE - throwing/rules:** It is the responsibility of students to consume **ALL** food and beverages in designated eating areas. In addition, students may not take any food or beverages from these areas into other parts of the building. No **fast food or drinks** are to be brought into the school for lunch. Students must eat in authorized areas, specifically the cafeteria or Commons. Students who do not take care of their own trash, messes, or throw food may be disciplined.
8. **CELL PHONE/HEADPHONES:** Students not in compliance with the MHS Cell Phone policy will receive discipline at increasing intervals starting with a Thursday School up to suspension.
9. **DEFIANCE:** Defiance is defined as “open resistance” or “bold disobedience.” Refusal to obey something or someone (for example, an adult’s directive or a school policy/procedure) constitutes defiance. Discipline for defiance may range from detention(s) up to suspension or expulsion.
10. **DISORDERLY CONDUCT:** Disorderly conduct is defined as “unruly or obnoxious conduct.” This is conduct that disturbs the peace, morals, or safety of the school or interferes with the school’s ability to function as usual. Disorderly conduct will be disciplined with a minimum of suspension but up to expulsion.
11. **DISPLAY OF PHYSICAL AFFECTION:** Students are expected to act in a dignified manner. Romantic gestures, such as kissing or any other physical displays of affection are unacceptable and may result in a

minimum consequence of a detention. Engaging in sexual behavior on school property or at any function related to Mishawaka High School may result in suspension or a request for expulsion.

12. **DISRESPECT:** All students are to show respect to teachers, administrators and classified staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, hall monitors, etc.) and other students at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member or other student(s) will not be tolerated. **Physically assaulting a staff member or another student will result in suspension, and/or a request for expulsion and may be reported to local law enforcement.**
13. **DISRUPTIVE BEHAVIOR:** Continued and intentional making of noise or acting in any manner to interfere with any teacher's ability to conduct the educational function under his/her supervision is prohibited. Disruptive behavior is also prohibited in areas such as, but not limited to hallways, cafeteria, and library or school grounds. Intentionally causing or attempting to cause physical harm or intentionally behaving in such a way as could reasonably cause injury to any person is also prohibited. This includes inciting, provoking, pushing, shoving, horseplay, spitting, and purposefully slamming or running into other individuals. Consequences range from detention to a request for expulsion. Possession or use of any items that could be considered disruptive to the educational process such as squirt guns, balloons, whistles, skateboards, smoke bombs, firecrackers, bottle rockets etc., are not allowed. Song lyrics, notes, posters, literature, etc. of an inappropriate nature are prohibited.
14. **DISSEMINATING INFORMATION:** All materials distributed or posted on school property are subject to review by the Principal or his designee. Official student publications, such as school newspapers, should include viewpoints representative of the entire student body. Students shall not publish and/or distribute libelous or obscene material. Student publications may be banned if they are likely to cause a disruption of the school's education environment. See Disruptive Behavior.
15. **DRESS CODE:** Student dress will be governed by the guidelines published in SCM Policy 5511. See the Student Parent Handbook. **NOTE: The school administration reserves the right to make the final judgment/decision concerning the appropriateness of student dress.**

    Administrative Guideline 5511. Appropriate student dress is important to maintaining a positive school climate. When students dress in an appropriate manner, it is conducive to teaching, learning, and helps to eliminate unnecessary distractions. Students and their clothing should be clean and neat. Dress should be appropriate to the occasion or activity. Dress or grooming that disrupts or could potentially disrupt education, is destructive to school property, or is a threat to the safety or health of the student or other students cannot be permitted. The school administrators will determine if dress and grooming are inappropriate.
16. **FIGHT, PHYSICAL:** Fighting will not be tolerated. A student who takes any physical action toward another individual is considered a participant in a fight. This includes inciting, provoking, pushing, shoving, horseplay, purposefully slamming or running into other individuals. Any student who participates in an altercation is subject to in-school suspension, out of school suspension, a request for expulsion, and/or a report to local law enforcement.
17. **FORGERY/ILLEGAL POSSESSION OF OFFICIAL SCHOOL DOCUMENTS:** Misuse of official school documents such as Interim Reports, Off-Campus Permits, Office Request Passes, Student Passes, etc. may result in any consequence from detention to suspension with a request for expulsion.
18. **GAMBLING:** Any form of gambling is strictly prohibited and may result in any consequence from detention to suspension with a request for expulsion.
19. **GANG ACTIVITY:** Cult, occult and gang activities will not be tolerated at Mishawaka High School or at school sponsored activities. The consequence for this offense may be suspension and/or a request for expulsion.
20. **HABITUAL OFFENDER:** A student that has excessive referrals (15 or more in a school year) may be placed on the excessive referral list and may receive out of school suspension with a request for expulsion. See Insubordination.
21. **HARASSMENT/INTIMIDATION:** Harassment, verbal, written or electronic, including but not limited to, threats, extortion, racial/ethnic slurs, and initiation activities are prohibited. Profanities, threatening remarks,

posturing and obscene language, or gestures by students directed toward another student or school employee are not allowed. Sexual harassment is prohibited. A student who is a victim of harassment or related activities is expected to report such actions to the appropriate assistant principal. A student who is involved in any form of harassment of a school employee in or out of school is in direct violation of school behavior policies and such action may result in suspension and/or expulsion. Any student who makes a false charge of harassment or sexual harassment against another student or school employee in a deliberate attempt to demean, abuse or embarrass that individual shall also be subject to suspension and/or expulsion

22. **ILLEGAL AND PROHIBITED OBJECTS:** Mishawaka High School forbids the possession and/or use of any items that are considered illegal or any items that could interfere with the educational process. Possession and/or use of any item that could be considered an explosive, (gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket or any type of fireworks (legal or illegal)); weapons or items that can be reasonably used as a weapon (knives or blades of any sort, guns, air guns, noxious sprays or vials, brass knuckles, or look-alike items that may be used to threaten or intimidate others) will result in suspension and a report to local law enforcement.
23. **ILLEGAL SUBSTANCES:** Mishawaka High School does not tolerate possessing, using, providing, or transmitting to another person, or being under the influence of: any substance which is or is represented to be or looks like a tobacco product, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance continuing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PUPA), steroid, stimulant, depressant, or intoxicant of any kind. Possession of any paraphernalia used in connection with the listed substances is prohibited. Using, possessing, transmitting or being under the influence of any of the items listed above by any student while on school property or at any function connected with Mishawaka High School will result in suspension, a request for expulsion and a report to local law enforcement.

    Indiana Law states that it is a Misdemeanor for a minor to knowingly:

    a. Possess an alcoholic beverage;
    b. Consume it; or
    c. Transport it on a public highway when not accompanied by at least one of his parents or guardians.

24. **INAPPROPRIATE BEHAVIOR:** Refers to any conduct that disrupts the learning environment, violates school norms, disrespects others, or undermines the safe and respectful atmosphere of the school community. This category covers a variety of inappropriate actions that may take place during school hours or on school grounds but that do not fall into other specific discipline categories. Administrative discretion applies in these situations.
25. **INSUBORDINATION:** Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators and non-certified staff members (bus drivers, secretaries, custodians, cafeteria personnel, hall monitors, etc.). Refusal to follow the instructions or directions of any staff member constitutes insubordination. Examples of insubordination include refusing to identify one's self, giving a false name, refusing to report to the office, etc. Repeated violation of any rule constitutes insubordination. In the event that a student does not agree with instructions or directions given by a staff member, the student will carry out the instructions or directions to the best of his/her ability and request a review of the actions at a later time. Consequences for insubordination may result in disciplinary action ranging from detention to a request for expulsion. Failure to follow ISS Rules will be classified as insubordination.
26. **LANGUAGE:** Profanity and/or obscene language or gestures by any student will not be tolerated and will result in an appropriate consequence. Obscene drawings and/or pictures are also not allowed. Profanity or obscenities of any kind directed at a staff member will result in a minimum of suspension and possible expulsion.
27. **LITTERING:** Littering is against school rules. A student that litters anywhere on school grounds will receive disciplinary action in the form of a detention.
28. **LOITERING:** Students may not remain in the building or on school property before or after school unless under proper supervision or involved in an academic, athletic or extracurricular event or activity. Students

are expected to go directly to and from school. Students arriving at school are expected to enter the building immediately upon arrival. Students who stop and gather will be considered loitering, and disciplinary actions will be taken. Once students have entered the building, they may not leave without permission.

29. **MISUSE OF SCHOOL PROPERTY:** This refers to any inappropriate or unauthorized use of items, facilities, resources, or equipment belonging to School City of Mishawaka.
30. **PATRIOTIC OBSERVANCE:** Respectful behavior is expected of all Mishawaka High School students during any patriotic observance during the school day or while attending any civic or school activity. This includes the Pledge and Moment of Silence to start each school day.
31. **PHYSICAL AGGRESSION/POSTURING:** Physical aggression is behavior causing or threatening physical harm towards others. It includes pushing, kicking, biting, or other forms of physical contact. Posturing includes any behavior or speech that is intended to intimidate or incite fear in another person.
32. **PROPERTY DAMAGE:** Damaging, attempting to damage or misusing school property or possessions of any individual at Mishawaka High School will result in suspension and/or a request for expulsion and may result in restitution for damages. In addition, the student may be reported to local law enforcement.
33. **SLEEPING:** Sleeping or placing one's head on the desk is prohibited throughout the school day, or while serving any disciplinary consequence and will result in additional consequences. See Defiance.
34. **TARDIES:** All students are expected to be in their assigned seat at the start of class. Students not in their assigned seats when the bell sounds are considered to be tardy (TAR). Arriving to school ten (10) minutes or more, as much as 84 minutes, will be considered (LPT) “Late Past 10 Minutes.” Students who are present in the building and are three (3) or more minutes late to class will be considered (LP3) “Late Past 3 Minutes.” One 30-minute lunch detention will be assigned for every:
    a. 5 tardies (TAR)
    b. 1 Late Past 3 Minutes (LP3)
    c. Excessive LPT tardies
35. **TECHNOLOGY INFRACTIONS:** Students are expected to abide by all the stipulations set forth in the “Acceptable Use Rules for Computer Network Access for School City of Mishawaka Students”. School City of Mishawaka understands that access to school computers and the Internet is an educationally beneficial privilege, not a right, per Policy 7540.03. Violation of the acceptable use policy could mean a loss of privileges and possible disciplinary consequences based on the severity of the infraction.
36. **THEFT/BURGLARY:** Theft or attempted theft of school or personal property will result in suspension, possible expulsion and remuneration for losses, and a report to local law enforcement.
37. **THREAT, PERSONAL OR SCHOOL:** Any bomb, gun, harmful threat, or threatening actions by a student verbally, physically, or electronically will not be tolerated and will result in suspension and/or request for expulsion, and a report to local law enforcement. Infiltrating or tampering within the school’s proprietary computer network will also be considered a security threat.
38. **TOBACCO:** The Mishawaka High School administration discourages use of tobacco or any product containing nicotine by any student. Any use or possession of tobacco or products containing nicotine in any form or smoking paraphernalia on school property is prohibited at all times, This section also applies to “look-alike” tobacco products. Consequences range from suspension to a request for expulsion.
39. **TRESPASSING:** A student who is currently suspended out of school, expelled, or withdrawn will be considered guilty of trespassing if on school property during school hours or at school activities. After arriving at school, no student is permitted outside the school building without permission. Students who are in unauthorized areas may be considered trespassers. Authorized areas during the lunch period include the cafeteria and the commons areas. Consequences for being in unauthorized areas range from detention to expulsion.
40. **UNLAWFUL ACTION:** In addition to the grounds specified in Indiana Law, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:
    a. The unlawful activity may reasonably be considered to be an interference with school purposes or an education function; or

b. The student's removal is necessary to restore order or protect persons on school property; including unlawful activity during weekends, holidays or other school breaks and the summer period when a student may not be attending classes or other school functions.

41. **VERBAL ALTERCATION:** A verbal altercation may involve inappropriate language, threats of violence, and/or loud yelling or shouting. Verbal altercations do not result in any physical contact.
42. **WEAPON POSSESSION:** A student identified as bringing a firearm or deadly weapon on school property or a student in possession of a firearm on school property may be expelled for a period of 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) calendar year period. A report to local law enforcement will be made and charges will be filed.

    According to Indiana Law, "firearm" means any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion. Deadly Weapon" means the following:

    a. A loaded or unloaded firearm;
    b. A weapon, device, laser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, could ordinarily be used or is intended to be used, is readily capable of causing serious bodily injury;
    c. An animal that is readily capable of causing serious bodily injury; and used in the commission or attempted commission of a crime.

41. **IDENTIFICATION CARDS:** Mishawaka High School provides all students and staff with one free identification badge and lanyard. **All students are required to show their school ID upon entering the building** at the start of the school day. Students who have lost or fail to wear their I.D. will be required to purchase a new I.D. for $2.00 or a temporary I.D. for $1.00. A lanyard will cost $3.00. Consequences can also be given for wearing another person's I.D. or defacing the I.D. **All I.D.'s are to be worn above the waist.**

ATHLETICS

Mishawaka High School Athletics is a member of the Northern Lakes Conference and is excited about the upcoming athletics year! If you are interested in becoming a part of a team and participating in sports below is some information to help you do so!

How to Participate as a Student/Athlete

- IHSAA Approved Physical on file:
    - Physicals can be found in the Athletics Office or at Cavemensports.com/Physicals. (IHSAA Physicals are good April 1st–July 1 of the following school year regardless of when you get your physical completed).
    - Please note that athletes cannot participate in IHSAA practices without physicals being handed in.
- Final Forms completed by Parents and Student
- Activity Fee paid before the first competition

Student/Athlete Expectations

- Grades - You must be passing 70% of your classes from the prior grading period. IHSAA grade checks will occur every 6 weeks. Spring grades can affect eligibility for the following fall, so always finish strong.
- Attendance - Students must be present in school to participate in a practice or competition.
- Cavemen Code - Student/Athlete expectations will be gone over in detail when reviewing your Final Forms

Attendance and Athletic Participation Policy

Students must attend school all day in order to be eligible for participation in an extracurricular activity after school. An excused absence that occurs during all or a portion of the regular school day will not result in a student becoming ineligible to participate in an after school activity. However, if the excused absence is related to illness verified by a

note, the Principal or designee must approve the student's participation in the after school activity. An athlete who misses 5 consecutive days of school or athletic participation due to illness or injury must obtain written permission from a physician and present this to the Athletic Director or coach before they may again become eligible for participation. Additional practices are required by the IHSAA before regaining eligibility after an extended absence due to illness or injury.

Sports Offered

Summer/Fall

Boys/Girls Cross Country
Boys/Girls Soccer
Boys Tennis
Coed Cheerleading
Football
Girls Golf
Volleyball

Winter

Boys/Girls Swimming & Diving
Coed Cheerleading
Boys/Girls Wrestling
Boys Basketball
Girls Basketball

Spring

Baseball
Boys/Girls Track
Boys Golf
Girls Tennis
Softball
Unified Track

How to Attend Athletic Events

- Tickets are available at the gates/doors or online for each event. All students must show their school ID prior to admission to any athletic event.
- Athletic Passes can be purchased in advance for a large savings at Cavemensports.com
    - Student Passes
    - Letterman Passes to any student who received a Varsity letter at MHS
    - Family Passes

Athletic Student Council

Student Athletic Council has 12 student-athletes from grades 10-12 who meet monthly to discuss MHS athletic programs and work on ways to improve the athletic experience for all student-athletes. Each month a guest speaker comes in to talk about topics such as leadership, nutrition, training, etc. The 12 members of SAC also participate in community service over the course of the year. Any student-athlete can be a member of SAC. As seniors graduate, four freshmen are added each spring. There is an application that is sent out in the spring to all freshmen. Coaches can also nominate student athletes. SAC members serve for three years.