

Mt. Carmel High School
 Student Handbook 2016 - 2017
 TABLE OF CONTENTS

I.	Wabash Community School District #348	Page 3
	A. District #348 Philosophy	3
	B. Equal Educational Opportunities Policy	3
	C. Medications at School	4
	D. Mandated Reporter	4
	E. Pesticides.....	4
	F. District Allergy Management Plan.....	5
	G. Video Recording	5
	H. Illinois Youth Survey	5
	I. Communicable Diseases	5
	J. Disclaimer	5
II.	Welcome to Mt. Carmel High School	Page 5
	A. The 2016 - 2017 School Year	5
	B. Accreditation of School.....	5
	C. Graduation Requirements.....	5
	D. Career Guidance and Counseling Services	6
	E. Special Education.....	6
	F. Accommodating Individuals With Disabilities	6
	G. Credit for Alternative Courses	7
	H. District #348 Cafeteria Policy on Charges	7
	I. School Costs.....	7
	J. Refunds	7
	K. Late Admissions to MCHS	7
	L. Athletic Participation Based on Academic Eligibility	7
	M. Athletic Rules and Code of Conduct	7
	N. School Insurance	8
	O. Visitor Policy	8
	P. Lost and Found.....	8
	Q. Child Custody	8
	R. Student Records	8
	S. Search and Seizure	9
III.	Mt. Carmel High School Discipline Policy	Page 9
	A. General Information	9
	B. General Student Behavior Guidelines	10
	C. Disciplinary Programs.....	13
IV.	Mt. Carmel High School Attendance Policy	Page 14
	A. Excused Pass	14
	B. College/Military Day	14
	C. Verified Absence.....	14
	D. Truant Absence	14
	E. Tardy	14
	F. District Attendance Policy	14
	G. Other Attendance Information	15

Other Information and Programs of Importance to Mt. Carmel High School Students	Page 15
A. Evacuation, Shelter-In-Place Drills and Alarms	15
B. Grading System	15
C. Valedictorian/Salutatorian Requirements.....	16
D. Report Cards	16
E. Honor Roll.....	16
F. Semester Exams	16
G. Final Exam Exemption Policy for Outstanding Attendance	16
Senior 2 nd Semester Final Exam Exemption Policy	17
H. Repeating a Class	17
I. School Dances	17
J. Student Parking Lot Privileges.....	17
K. Student Phone Use and Messages	17
L. Library.....	18
M. Lockers.....	18
N. Accidents.....	18
O. Accumulated Class Funds	18
P. Computer Usage/Internet Policy	18
Q. Mt. Carmel High School Class Schedules.....	19
2016 - 2017 School Calendar	20

Mt. Carmel High School
Student Handbook 2016 - 2017

Approved by District #348 School Board on Monday, April 18, 2016

I. WABASH COMMUNITY SCHOOL DISTRICT #348

A. DISTRICT #348 PHILOSOPHY

It is the philosophy of this district that education is an ongoing life long process. Education in this district is student centered with each child encouraged to build a knowledge base that transfers to real life situations. Each student is provided the opportunity to develop his/her potential to become a productive member of society and a self fulfilled individual. We believe that:

1. All students can learn.
2. Education should deal with the whole person.
3. The educational system should provide a safe-environment which is conducive to learning.
4. Family and community involvement is vital to the development of the student.
5. The educational system is obliged to adjust and correct its course for the benefit of students.

B. EQUAL EDUCATIONAL OPPORTUNITIES POLICY

1. Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by using the procedure that follows.

2. No student shall, on the basis of sex, or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Students who believe they have been denied equal access to educational and extra-curricular programs and activities should report their claims to the Complaint Manager or the Nondiscrimination Coordinator. These individuals are listed below:

3. Complaint Manager: Building Principal

Name: Pat Cheesman
Address: Mt. Carmel High School
201 Pear Street
Mt. Carmel, IL 62863
Telephone: 618-262-5104

Nondiscrimination Coordinator: District Superintendent

Name: Tim Buss
Address: 218 West Thirteenth Street
Mt. Carmel, IL 62863
Telephone: 618-262-4181

4. Grievance Procedures

A grievance is a difference of opinion raised by a student, a group of students, a parent or parents, or a member of the community involving:

- (1) the meaning, interpretation, or application of established policies;
- (2) differences of treatment; or
- (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Any hearings and conferences held under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity to participate for all persons involved in the process. Information is available in the office of the Superintendent, Building Principal, Title IX Coordinator, 504 Coordinator, and Athletic Director. Time limits refer to days when school is in session.

a. Step I

The student(s) and/or parent(s) (“grievant”) should discuss the matter with the person(s) with whom the grievance issue arises within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance. An oral response must be provided within five (5) days thereafter.

b. Step II (if appropriate, otherwise proceed to Step III) If the problem is not resolved at Step I, the grievance should be referred informally to the Title IX or 504 Coordinator, if appropriate. A meeting must be held within five (5) days from notification of referral and a written response made within five (5) days thereafter. The identity of the Title IX and/or 504 Coordinator may be obtained by contacting the Building Principal.

c. Step III

If the problem is not resolved at Step I or II, the grievance should be formally referred in writing to the Complaint Manager/Building Principal. A meeting shall be held within five (5) days from receipt of written notification and a written response provided to the grievant within five (5) days thereafter.

d. Step IV

If the grievance is still not resolved, grievant should within ten (10) days submit the grievance in writing to the Nondiscrimination Coordinator-Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be conducted and documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and Nondiscrimination Coordinator-Superintendent or a duly appointed district representative within ten (10) days and a written response provided within five (5) days thereafter.

e. Step V

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Board of Education within ten (10) days from receipt of the response in Step IV. The grievant may then appear at the next regular meeting of the Board of Education or a special meeting if called by the Board. A written response will be provided within ten (10) days thereafter.

f. Step VI

If the issue is not satisfactorily resolved by Step V, the grievant(s) may appeal the grievance in writing and, if grievant(s) so choose, request a meeting with the Superintendent of the Educational Service Region.

g. Step VII

If the issue is not satisfactorily resolved in Step VI, the grievant(s) may appeal the grievance in writing to the Illinois State Board of Education/State Superintendent.

5. Assurance of Due Process, Respect and Confidentiality

Due process shall exist throughout the grievance procedure and shall include the rights to: (1) representation, (2) presentation of witnesses and evidence, (3) confidentiality, (4) review of relevant records, and (5) proceed without harassment and/or retaliation.

C. MEDICATION AT SCHOOL

The following is the policy of District #348 concerning student medications. Students should not take medication during the school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believes that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on the dispensing medication.

1. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed "School Medication Authorization Form" is submitted by the student's parent/guardian. This form may be obtained from the school nurse.
2. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.
3. A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form", a "Policy Statement for Self-Administration of Medication", and a "Physician Request for Self-Administration of Medication".
4. No student shall possess or consume any variation of medicinal marijuana on school grounds or at school related functions.
5. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of an epinephrine auto-injector (EpiPen) or asthma medicine or the medication's storage by school personnel.
6. Parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.
7. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

D. MANDATED REPORTERS

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

E. PESTICIDES

In accordance with the Structural Pest Control Act, 225 ILCS 235, parents/guardians have a right to be notified, in writing, **four (4)** business days before the school applies any pesticides, excluding anti-microbial agents and insecticide or rodenticide baits. Parents/guardians must register with complete information in order to be notified. This register is available at student registration or you may come to the main office and sign the register.

F. DISTRICT ALLERGY MANAGEMENT PLAN

Wabash Community Unit School District #348 will meet the needs of students with significant food allergies through individualized plans that are developed collaboratively among the student's parents and physician and the school team in accordance with applicable law and other applicable District policy. Parents/guardians of students with allergies should contact the school nurse and/or administration in order to develop an individual allergy plan.

G. VIDEO RECORDING

All students and visitors to Mt. Carmel High School should be aware that they will be under video surveillance when entering the building. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement.

H. ILLINOIS YOUTH SURVEY

The Illinois Youth Survey will be administered each year to sophomore and senior students in the spring. This is a statewide survey that assesses youth risk behaviors. If you would like to review this survey you may request a copy from the main office. If you do not want your child to participate, there will be a form in the office for you to sign.

I. COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

J. DISCLAIMER

This handbook is not intended to create a contractual relationship with the student: rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

This handbook cannot be nor even presumed to be, all-inclusive. Therefore, the principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of School to meet situations that may arise.

II. WELCOME TO MT. CARMEL HIGH SCHOOL

A. THE 2016 - 2017 SCHOOL YEAR.

Welcome to **MT. CARMEL HIGH SCHOOL!** We are looking forward to an exciting, challenging, and productive school year. Mt. Carmel High School offers many opportunities for student involvement such as: clubs, sports, choirs, bands, and student council. Your high school experience will become more meaningful as you participate in the various activities. As part of this community of learners, there will be many opportunities for you to become academically enriched. Mt. Carmel High School maintains high expectations for your ongoing success. We are committed to providing every opportunity to foster your continued growth and development. Students are #1 at MCHS!

Best wishes for a successful year!

B. ACCREDITATION OF SCHOOL

Mt. Carmel High School is recognized by the Illinois State Board of Education. District #348 has made every attempt to employ teachers who are highly qualified within their field of study.

C. GRADUATION REQUIREMENTS

1. General Information

Units of credit are awarded as follows:

- 1.0 credit=A full-year course which meets every school day
- 0.5 credit=A one semester course which meets every day.

Eight semesters of full-time attendance are required for graduation from Mt. Carmel High School.

To participate in the annual graduation ceremony, all graduating seniors are required to:

- Have met all MCHS and State requirements for graduation.
- Have paid all school debts in full.

Diplomas, grade transcripts, and letters of recommendation are held until all school debt and obligations are fulfilled.

Generally, diplomas are issued to graduates immediately following the ceremony, in another part of the building. However, the school administration reserves the right to delay this issue of the diplomas until disciplinary assignments for graduation misbehavior have been completed. (in-school suspension will be the most commonly used punishment.)

2. Area Requirements and Credits Required for Graduation

Class of 2017, 2018, 2019, and 2020 (24 Credits, must include the following):

- 4 years of English
- 1 year of Algebra
- 2 years of writing courses
- 2 years of Science courses
- 1 year of American History
- 1 semester of Health Driver Education
- 4 years of Physical Education
- 1 semester of Civics (Class of 2020)
- 1 semester of Consumer Education
- 1 semester of American Government
- 1 year of an additional Mathematics elective course
- 1 year of Geometry or a Mathematics course with Geometry content
- 1 year of Electives from Art, Foreign Language or Vocational Education

BOARD POLICY STATES THAT STUDENTS MUST ATTEND AT LEAST EIGHT SEMESTERS OF HIGH SCHOOL TO GRADUATE

*The Physical Education requirement may be modified with permission from the administration.

D. CAREER GUIDANCE AND COUNSELING SERVICES

Guidance services and counseling are provided for each student to 1) help the student to better understand his/her abilities, aptitudes, interests, and needs 2) increase knowledge of educational opportunities and requirements, 3) help students make the best possible use of these opportunities, 4) help students with personal problems, 5) work with school staff members, parents, and the community in the development of the maximum potential of all MCHS students. General information will be given through newsletters, discussions with classes, and regular announcements. Although individual conferences are scheduled, it is hoped that students will follow up general information with requests for conferences. Students are strongly encouraged to use the guidance services for any need which arises. The Guidance Office also operates a Career Center which helps students research and plan for class selection and post-secondary training. Available to students are: 1) College and Trade School catalogs and applications, 2) School directories, 3) Occupations, and 4) Financial aid information. In addition, internet access is available for college/career information and online college/career financial aid applications.

1. COLLEGE INFORMATION

Juniors and seniors are permitted and encouraged to visit colleges and other post-secondary institutions which they may later attend. See the Attendance Policy (Part IV, Section F) for more details.

2. COLLEGE ENTRANCE TEST

Since most colleges today require entrance tests, information concerning dates and application forms are available in the guidance office. The two (2) tests most commonly used are the A.C.T. and the S.A.T. The A.C.T. and the S.A.T. code number for Mt. Carmel High School is 143-040.

3. TESTING INFORMATION

Standardized testing and other school-wide assessments help our school improve. The following tests are given during these years:

Freshmen – PARCC, NGSA

Sophomores – P-SAT, PARCC, NGSA

Juniors – ASVAB, Consumer Economics, P-SAT, PARCC, NGSA

Seniors – ASVAB, College Entrance Tests, PARCC, NGSA

E. SPECIAL EDUCATION

District 348, through Wabash and Ohio Valley Special Education District (WOVSED), offers special education programs and services at Mt. Carmel High School for students who are determined eligible based on an identified disability. It is our goal to offer an education program that will meet each student's needs in the least restrictive environment. Each student's program of study skills will be outlined in the student's Individual Education Plan (IEP).

The district provides special programs for Educable Mentally Handicapped, Learning Disabled, and Behavior Disordered students. The curriculum designed to meet graduation requirements, address the student's deficits, and provide academic enrichment. Speech, Occupational, and Physical Therapy are also available to students requiring these services.

F. ACCOMMODATING INDIVIDUALS WITH DISABILITIES

1. Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

2. The law allows students with an IEP under the Children with Disabilities Article to seek an exemption from physical education courses from their school board, if the student is participating in an athletic program outside of the school setting.

G. CREDIT FOR ALTERNATIVE COURSES AND PROGRAMS, AND COURSE SUBSTITUTIONS

Correspondence or Online Courses

A student enrolled in a course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student is either a senior or a student completing a fifth year; other at risk students will be eligible;
3. The student assumes responsibility for all fees; and
4. The building principal approves the course in advance.

A maximum of 6 semesters of credit may be counted toward the requirements for a student's high school graduation.

H. DISTRICT #348 CAFETERIA POLICY ON CHARGES

Mt. Carmel High School Students are not allowed to charge more than one lunch. Until that charge is paid they need to make other arrangements for their lunches. MCHS does not have a breakfast program at this time. If you have any questions about filling out a form for free or reduced lunch, please call 262-5104.

IMPORTANT: The new state aid formula for figuring state aid for our schools is based on the free and reduced lunch count. If you feel your family may qualify, please fill out a lunch form.

I. SCHOOL COSTS

1. INSTRUCTIONAL MATERIALS FEES (TEXTBOOKS, ETC.)

Each student pays \$65.00 for textbook rental, activity fees, and technology resources supplied during the 2016 - 2017 school year. Families who are considered indigent or who for some reason cannot pay fees the first day should contact the principal or assistant principal so arrangements can be made to take care of these fees. Students are responsible for all textbooks issued to them. Students may obtain a replacement copy of a lost textbook by paying for the lost book in the Main Office. If the book is found, a refund will be made.

2. LAB FEES AND STUDENT PROJECT FEES

Lab fees and student project fees are required in courses such as Art, Family & Consumer Science, Physical Education, Industrial Education, Business Education, and Agriculture. Extra fees for classes such as lab fees will be assessed and billed at registration. These fees are due and payable at that time.

3. ACTIVITY PASSES

MCHS students have the opportunity to purchase an activity pass for the school year which would allow them to attend all home athletic events (except the IHSA state tournament series), school plays, and **school musical** for the price of **\$50.00**. This is a great bargain!! Students must bring passes with them in order to enter the event. If the student does not have their pass, then they will have to pay full price to get into the event. If the pass is lost, they may buy a replacement pass in the office for a cost of **\$20.00**.

J. REFUNDS

Full refunds of fees paid for the current year will be given before the twentieth day of the first quarter. After this time period second semester refunds will be paid. After the twentieth day of the third quarter no refunds will be given.

K. LATE ADMISSIONS TO MCHS

Students enrolling at Mt. Carmel High School after the first day of school are responsible for making up all missed assignments. Students enrolling after the 20th class day of a semester may not receive credit for that semester. This policy applies to students making initial enrollment for the present semester.

L. ATHLETIC PARTICIPATION BASED ON ACADEMIC ELIGIBILITY (Board Policy Adopted 9/21/98)

Students at Mt. Carmel High School, in order to participate in athletics or extracurricular activities, must have passed twenty (20) credit hours of high school work the previous semester, or its equivalent if not a high school student, and must be passing twenty (20) credit hours of high school work per week during each semester of extracurricular or athletic participation.

M. ATHLETIC RULES AND CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports and extracurricular activities. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

N. SCHOOL INSURANCE

The school has commercially produced insurance policies available to students. The school does not endorse any particular company. Those participating in athletics must be covered with either school insurance or their own individual insurance policy. Students enrolled in industrial education, vocational agriculture, chemistry or family/consumer science, are encouraged to purchase a policy. Insurance forms are available at the Main Office. A free school time insurance policy (non-athletic) is provided to all students for the 2016 - 2017 school year.

O. VISITOR POLICY

Students are not permitted to bring visitors to school. For the safety of staff and students, all visitors, including parents, must report to the Main Office upon entering the building. Upon reporting to the Main Office, visitors will be issued a visitor's badge to be worn at all times.

P. LOST AND FOUND

There is a Lost and Found department in the Main Office. Please turn in all lost and found articles to the Main Office. Check with the office concerning your lost articles.

Q. CHILD CUSTODY

The school presumes that the person who enrolls a student is the residential parent of the student. The residential parent is responsible for discussions regarding day-to-day care and control of the student. Parents, legal guardians, or defacto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent or as otherwise authorized by statute. The school, unless otherwise informed, assumes that there are no restrictions regarding the non-residential parent's right to be kept informed of school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of a Court Order which curtails the right(s). If the rights are questioned by the non-residential parent the issue will be referred to police authorities for resolution. Unless there are Court restrictions, the non-residential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. Notice to the non-residential parent's request for records will be provided to the residential parent. The student is not permitted to be released to anyone, including the non-residential parent, during the school hours without the approval of the residential parent.

R. STUDENT RECORDS

The student permanent record consists of basic identifying information academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and other basic information. The permanent record is kept for 60 years after graduation or permanent withdrawal. The student's temporary record consists of all information not required to be in the student's permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary record and disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment relating to drugs, weapons or bodily harm to another. The temporary record is reviewed every five years for destruction of out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal.

Parents have the rights to:

1. Inspect and copy all information contained in the student's record. There may be 35 cents per page charge for copies. However, no parent may be denied a copy of student records because of an inability to pay such costs.
2. Challenge the contents of the records, except grades, by notifying the administration of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer not employed at the school will be scheduled.
3. Request and receive copies if records proposed to be destroyed. The school must notify parents of the destruction schedule.
4. Inspect and challenge information proposed to the transferred school outside the district or to another school district in the event of transfer.
5. Request removal of college entrance exams from the student's academic transcript.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without a subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or the person. Parents must be notified of the release of court order or subpoena. All other release of information requires the informed, written consent of the parent of eligible student. The following is designated as public information and shall be released to the general public, unless the parent(s) request that such information now be released: student's name and addresses, information on participation in activities and athletic, and attendance record in the school.

No person or agency having access to the temporary record through the provisions of the Illinois School Records Act may force a parent or student to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

S. **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

III. MT. CARMEL HIGH SCHOOL DISCIPLINE POLICY

A. GENERAL INFORMATION

The principal within the school or school function and/or the students under his/her jurisdiction, and the superintendent with respect to all schools and students shall have, and each is hereby granted the authority to make written rules and establish written standards supplemental or in addition to this policy governing student conduct, and take any action reasonably necessary to carry out or prevent endangering students, interference with any educational function, and destruction of school property. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not, at the same time, infringe upon the rights of others. The following policy is developed in compliance with Senate Bill 730, sections 10-20.14 and 24-24. It is also in compliance with the policies of Wabash Community School District #348. An environment that provides equal opportunity for all students and permits the teacher-learning process to proceed in an orderly manner is the objective of Wabash Community Unit School District #348.

Individual rights afforded by our Constitution create the foundation and success of public education. It is based upon the concept of self-discipline, which will allow all individuals to exist in a world of change.

In the absence of self-discipline, the superintendent, principal, any administrative personnel, or any teacher of the District is authorized to take certain action reasonably desirable or necessary to help any students, to further school purposes, or to prevent an interference with the educational process. School personnel are also permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. Some misconduct is much more serious than other behavior and requires different approaches and clearly defined actions. Counseling, reprimands, detention, referral to the assistant principal or the principal's office, parent conferences, Lunch Detention, After School Detention, Lunch Detention, Suspension (in and out of school), and Expulsion are some of the actions available to school personnel in dealing with students involved in school discipline problems.

It is impossible to list all kinds of disruptive behavior. Disciplinary action will be taken against any student guilty of gross disobedience or misconduct, including but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including E-cigarettes or any other electronic smoking device.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students under the influence will be treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances. Students under the influence will be treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling drug-related paraphernalia.
5. Using, possessing, distributing, purchasing, or selling marijuana-related paraphernalia, including medicinal marijuana.

6. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can be considered a weapon. In regards to knives, any student in the possession and/or display of a knife will be given an automatic **three (3) days of out-of-school** suspension.
7. Threat to do bodily damage to teacher or any other school employee.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Involvement in gangs or gang related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or any educational function or is disruptive.
13. The use of vulgar, obscene or indecent language, writing or acts.
14. Forged notes, passes, excuses, and/or signatures.
15. Throwing objects.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On or adjacent to school grounds before, during, or after school hours and at any other time when a school group is using the school.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

Each teacher shall, when students are under their charge, have the right to take any action reasonably necessary to carry out or to prevent an interference with the educational function of which they are in-charge. This includes the right of the teacher to remove the student from the classroom and/or activity, subject to affording each student due process. Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension, and a parent has the right to a review.

Expulsion shall take place only after the parents have been given the opportunity to appear at a meeting of the Board to discuss their child's behavior. Notification thereof shall be made by registered or certified mail and shall state the time, place, and purpose of the meeting. The Board at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. In some cases when dealing with a student who has been recommended for expulsion, Mt. Carmel High School has an Alternative to Expulsion Program, which is fully described in a following section.

Grievance Procedures – Same as Section I, B4, Step II, Step III, Step IV, Step V, Step VI, Step VII.

B. GENERAL STUDENT BEHAVIOR

1. **Threats** to do bodily damage to a teacher, another school employee, or a student, will be considered as expellable offenses. A full investigation process will be conducted by the administration. If allegations of the threat are verified, the student will be suspended, pending a parent conference and notification of the Police Department.

The student will be suspended from 2-10 days, or at least until an intake appointment with a reliable professional counseling program can take place to determine whether the student is a continuing threat to the students or faculty at MCHS.

Disciplinary consequences, including the required counseling intervention and suspension specified above, may include:

- a. A recommendation to the District #348 school board of full expulsion from school for the remainder of the semester or school year.
 - b. Removal from the class and forfeiture of credit if the threat was made to a teacher to whom the student is currently assigned.
 - c. Other disciplinary steps including other detention assignments, and other interventions as determined by the school administration.
2. **Gross disrespect and/or verbal abuse** toward a teacher, another school employee, or a student will result in immediate consequences for the offending student. If the Administration determines that gross disrespect has occurred, the student may be suspended out-of-school, to be followed with other disciplinary actions which may include, but not be limited to, counseling, forfeiture of credit if in class, **After School Detention**, and in severe cases, recommendation to the school board for expulsion. Disrespect for others is never acceptable. Gross disrespect will not be tolerated, and will result in severe disciplinary consequences.

3. **Students shall not physically abuse** another student or member of the school community. Immediate disciplinary action will range from detention to possible suspensions. Fighting on school property will not be tolerated. Fighting is considered a serious disciplinary violation. Students initiating (starting) fights or continuing them past a point of reasonable self-defense, will be considered for expulsion from school. Discipline penalties will range from detention through expulsion, including the Alternative to Expulsion Program.
 - a. **Hazing** of freshmen or any other group within the school is forbidden by school and State regulations. Such action is considered a very serious offense. Hazing means the infliction of any physical or mental discomfort.
 - b. **Bullying** of students is prohibited. Bullying is defined as any severe or pervasive physical or verbal act or conduct directed toward a student or students that places the student(s) in reasonable fear of harm to them or their property; causes a substantially detrimental effect on the student's physical or mental health; or substantially interferes with the student's academic performances or ability to participate in school activities or privileges provided by the school. A full copy of the District #348 Board Bullying Policy is available upon request.
4. **Consumption, distribution, use or possession of alcoholic beverages, controlled, medicinal marijuana or illegal substances** are not permitted on school property. Law enforcement agencies will be notified and school personnel shall assist in any investigation or prosecution. This offense will result in suspension and/or expulsion from school. (The Alternative to Expulsion Program may be an option for students who are recommended for expulsion-see discipline policy.)
5. **Students are not permitted to possess, nor use tobacco products including E-cigarettes or any other electronic smoking device** on school property or property adjacent to the school. Students seen smoking or using tobacco products will be reported to the office immediately. Violations of this rule will result in Lunch Detention and In-School Suspension (AER) and may lead to other disciplinary measures deemed appropriate by administration. This rule applies to before school, during lunch hours, and after school, and at all school activities.
6. **Students shall not damage or destroy property** of the school or property of another person. Law enforcement agencies may be contacted. Students shall make restitution for property damaged or destroyed. Other disciplinary action may be taken.
7. **Students will not be allowed to use profanity or obscenities.** MCHS faculty and staff will warn students and then send written discipline referrals to Assistant Principal's office. Disciplinary action will be taken and may include: detentions, parent conferences, and suspensions.
8. **Radios, MP3 players, cellular phones, pagers, lasers, or any other electronic device are not allowed to be visible and/or in use** during classroom instruction unless for educational purposes. Cell phones may be used in the hallway between passing periods and during lunch. Cell phones may not be used at any point during class periods. If a violation occurs, the device will be confiscated and sent to the Assistant Principal's office to be stored until the end of the day.

1st offense: written warning

2nd offense: 1 day of Lunch Detention.

3rd offense: 3 days of Lunch Detention

4th offense: 1 day in the Alternative Education Room (AER – In-School Suspension) Students would be required to take semester exams, and seniors would be required to report to office one day for 3 hours to work after seniors last day of school attendance.

5th offense: 3 days in AER

If a teacher asks a student for a cell phone and a student refuses he/she will be assigned one (1) day of AER in addition to the consequences of the violation.

9. **Sexual Harassment of students is prohibited** as approved by the Board of Education on September 20, 1999. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, request sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex. A full copy of the District #348 Board Policy is available upon request.
10. **In matters of Personal Appearance and Dress, students are expected to:**
 - a. Be attired in clothing appropriate and conducive to a learning atmosphere. It shall be neat, clean, and well fitting.
 - b. All shirts and blouses must have half or full sleeves, have necklines no lower than 3" from the front collarbone and backs and midriffs are to be covered. No cleavage!
 - c. Shorts and skirts are not permitted to be more than 4" above **the front and/or back of the knee.**
 - d. Oversized, extremely baggy, sagging pants or shorts are not permitted.
 - e. Dress may not advertise, promote, or picture alcohol, drugs, tobacco, fire arms, sex, or violent behavior. No lewd, vulgar, obscene, or plainly offensive language or symbols shall be displayed.
 - f. Wear shoes at all times. Health and safety regulations require this.
 - g. Hats are not to be worn in the building during the school day.

- h. Neither spiked apparel and accessories nor chains that can be used as a weapon shall be worn in the building.
- i. Tattoos that, by their content, violate any of the provisions of the student dress code must be covered at all times while students are on school property and/or in attendance at school sponsored activities.
- j. No pajama pants.

All of the above standards of dress must be met even on special dress up occasions unless expressly stated otherwise. The administration and/or instructional staff will use progressive discipline steps for student violating dress these Personal Appearance and Dress Guidelines.

11. While using the Hallways and Corridors of the school, students are expected to:

- a. Be polite, courteous, and cooperative.
- b. Remain on the first floor before the 7:55 a.m. bell rings and during the lunch hours.
- c. Have a pass in their possession if they are in the halls during class time.
- d. Recognize the rights of fellow teachers and students by:
 - *Not congregating in the halls, in such a way that other people cannot get by easily.
 - *Not sitting on the floor in the hallways during school hours. This will help with the movement of traffic in the halls.
 - *Not shouting or making loud noises.(Especially during the lunch hour periods.)
 - *Not running, wrestling, throwing things, or other inappropriate activities.
 - *Not having food in the halls. Food and drinks are to be consumed in the cafeteria.
- e. Accept the disciplinary actions that result from misbehavior in the corridors. All violations will be considered serious and may lead to suspension.
- f. Courtship – In an effort to control relationships on school property here at Mt. Carmel High School, the following policy will be used for handling undesirable behavior. Undesirable behavior is categorized as caressing, kissing, etc. Walking hand-in-hand down the hall is the only permissible behavior.
 - *The first offense will result in a verbal or written warning.
 - *The second offense will result in parents being sent notification of such behavior.
 - *The third offense will result in being assigned 3 days of Lunch Detention
 - *The fourth offense will result in being assigned to one (1) day of Alternative Education Room (AER).
 - *The fifth offense will result in two (2) days AER.

12. While in the classrooms of the school, students are expected to:

- a. Enter the room in an orderly manner.
- b. Have in their possession all necessary class materials, pencils, books, etc.
- c. Remain in the classroom for the entire period or until the teacher gives directions to leave.
- d. Follow all teachers' classroom rules.
- e. Treat teachers, class members, classroom furniture, and school materials with respect.
- f. Accept the disciplinary actions that result from behavior that interrupts the learning process.

13. School Bus Transportation is a privilege and will be withdrawn for inappropriate behavior. The bus driver is an important person in your school life, and is in complete charge of the bus and its occupants. Students must comply with the request of the driver. Students who miss the bus must find an alternate means of transportation. If a bus is delayed, wait until a replacement arrives. Students riding a school bus will be expected to:

- *Obey the bus driver at all times.
- *Talk in a quiet voice.
- *Not eat, drink, or chew gum.
- *Keep all body parts inside the bus.
- *Not argue or fight with others.
- *Help keep the bus clean.

DISCIPLINE REFERRALS WILL BE SENT TO THE ASSISTANT PRINCIPAL AND APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

14. Representing our school: Students who represent our school must be of good character and must meet minimum standards for academic progress and disciplinary conduct. The guidelines, which follow, shall be used as student qualifications for a variety of non-class related activities, most of which are social in nature. Examples are such things as qualifying for class officer, Homecoming Queen, class attendants, drivers, Pink Ribbon King/Queen, etc.) (The above are given as examples, not as a full list.) Guidelines for eligibility are:

- a. Meet academic grade standards (having passing grades in all subjects for previous semester as well as for any quarters completed since previous semester report.)*
- b. Be of good disciplinary conduct (Assistant Principal and Principal make final determination, but this relates to having a good attendance record without excessive tardiness/truancy, or other serious, documented rule infractions. Again, for previous semester as well as for any quarters completed since previous semester report.)*

*Exception for freshmen. All freshmen are automatically eligible during first semester of their school year.

C. DISCIPLINARY PROGRAMS

1. Detention is the accepted practice of keeping a student before school, during lunch periods, or after school because he/she failed to do classroom work or has not conducted himself/herself appropriately.

- a. Detention is normally served before school, at lunch time, or after school at the administration's or teacher's discretion.
- b. All detentions must be served within one week of when the detention was given.
- c. If a student cannot serve a scheduled detention, it is his/her responsibility to make specific arrangements in advance with the person issuing the detention.
- d. Failure to show up for detention is inexcusable, since it is part of the regular school day. If a student is in school and fails to show up for a scheduled detention, then he/she should be referred to the Assistant Principal and/or given additional detentions.
- e. **Lunch Detention** is a disciplinary program which meets in the Library during lunch hours. Assigned students will not have the option of sitting and doing nothing (bring schoolwork with you). Students assigned to Lunch Detention have the last 15 minutes to get something to eat and/or drink from either the lunchroom or other areas. Students are not allowed to leave the school grounds if assigned to lunch detention. Students either late or absent for lunch detention will be assigned additional days. Failure to serve detention may result in being assigned to AER.
- f. **After School Detention** is a disciplinary program which meets in the Library after school from 3:10 – 3:30 p.m. Students either late or absent for lunch detention will be assigned additional days. Failure to serve detention may result in being assigned to AER.

2. Saturday School Detention is a disciplinary program which operates three (3) hours at MCHS from 8:00-11:00 a.m. on several Saturdays per semester. Administration assigns students to Saturday School, and they are usually made after other less severe disciplinary steps have been tried, and have failed.

This disciplinary program is designed to be a strong encouragement to all students to behave properly at school. It is also designed so the misbehaving student will miss no valuable class time during the normal school week. In practice, it will affect only small number students. Teachers of attending students will provide assignments for students to do during Saturday School. Assigned students will not have the option of sitting and doing nothing.

3. In-School Suspension or Alternative Education Area is offered in place of out-of-school suspension for certain offenses. The students will spend their school day in the library. They will have lunch in the library. While in the library the students will be working on their assignments that have been provided by their teachers. If a student is removed from in-school suspension for disciplinary reasons additional discipline will be assigned by administration.

4. Out-of-School Suspension is a disciplinary consequence available to the assistant principal or principal, and is offered for certain offences. Students may complete classroom assignments and homework while serving an out-of-school suspension. The student must bring completed assignments to their teachers upon returning to school. It is the student's responsibility to make arrangements for missed test on the first day of returning to the classroom. Parent/guardian is entitled to request that the Board of Education review the out-of-school suspension. The request must be in writing and received by the secretary of the Board of Education no later than ten days after the postmark of the notice sent to parent/guardian.

5. The Alternative to Expulsion Program is offered as a disciplinary alternative to formal expulsion only in cases involving possession or use of illegal, controlled substances (alcohol, drugs, etc.) and for cases involving physical aggression and fights where the offending student clearly goes past the point of self-defense in a school situation. The Alternative to Expulsion Program requires that a student complete an eight-week counseling program set up by the school administration in cooperation with a specific local counseling agency. The students will have eleven (11) weeks to complete the program. The parents of the offending student may request that the counseling be provided through another provider, but the school reserves final authority for approving any changes. In the counseling phase of this punishment, the student must successfully complete the prescribed program to the satisfaction of the service provider and the school, or an immediate recommendation to expel the student will be sent forward to the District #348 School Board. This counseling program will be conducted outside of school hours and there is an approximated cost of \$75 associated with it, to be paid by the student and his/her family.

The Alternative to Expulsion Program may not be an option for students judged guilty of other severe forms of misbehavior.

6. Expulsion from Mt. Carmel High School is a disciplinary consequence available only to The Board of Education of District #348. Students judged guilty by the school administration after investigation and due process procedures of expellable offenses will be recommended to The Board for expulsion for the remainder of the present semester or school year. The other guidelines for this punishment are set by state statute, and have been referred to earlier in Part III, Section A.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

IV. MT. CARMEL HIGH SCHOOL ATTENDANCE POLICY

Attendance is essential to a student becoming a productive member of society and becoming a self-fulfilled individual. The purpose of this attendance policy is to encourage and help students attain these goals.

Students must stop at the Main Office before 8:00 a.m. the day following an absence when one of three (3) passes will be placed in the computer.

In the event of an absence, the student's parent or guardian is required to call the school at 618-262-5104 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official may call the home to inquire why the student is not at school. Upon request of the parent or guardian, the reason for an absence will be kept confidential. Failure to call the school will result in a truant absence.

A. EXCUSED (E) ABSENCE

Issued when a student is absent because of personal illness or injury with a doctor's statement, or death in the immediate family, court appearance, or other highly extenuating circumstances as determined by the administration. Immediate family refers to father, mother, brother, sister, spouse, son, daughter, grandparents, mother-in-law, father-in-law, stepchildren, aunt, and uncle.

1. Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

B. COLLEGE/MILITARY DAY

A Junior and/or Senior student may use a total of two (2) school days to visit a college of his/her choice. The student's parents/guardians are required to notify the high school and the student must obtain a signed statement on college stationary indicating that the student visited the campus on specific dates or students who use these days for military processing are required to provide a copy of military orders. These two days will not count toward attendance or against exam exemption.

C. VERIFIED (V) ABSENCE

A verified absence is limited to student illness situations not requiring a doctor's attention, as well as other highly extenuating circumstances, which might require the student to miss a portion or all of a school day. The administration reserves the right to accept or deny requests for the issuance of this type of pass.

D. TRUANT (T) ABSENCE

Issued when a student is absent without parent/guardian knowledge or when a student leaves the building without signing out in the office. Truant passes are also issued when a student leaves class without permission and doesn't report to the office. After each truant pass, there will be a conference held with the student and parents will be notified by mail. When a student receives four (4) truant passes to a class, he/she will be removed from that class and placed in the library with a withdraw failure (WF).

E. TARDY (X)

Tardies will be issued by each individual teacher or by the High School office, when a student is not in his/her respective classroom when the class starts. Tardies are only issued during the first ten (10) minutes of class. After ten (10) minutes, an absent pass will be issued. (Parents/guardians still must call to prevent a truant pass.) Parents will be notified when a student receives his/her third (3rd) tardy. After a student receives his/her fifth (5th) tardy pass, he/she will be assigned to five (5) days of detention. After this point, the student will be assigned to five (5) days of Detention, or AER, each five (5) tardies thereafter. (Excessive tardies will result in additional detentions and may result in suspensions. Any student who receives twelve (12) tardies in any one class, per semester, will be withdrawn from that class and given a failing grade (WF).

F. DISTRICT ATTENDANCE POLICY

5th Absence Letter – Five (5) Verified Absences and/or Truant Absences – The school will notify the parent/guardian by telephone, letter or home visit that their student has reached the above total. The Assistant Principal will notify the student.

10th Absence Letter – Ten (10) Verified Absences and/or Truant Absences – The school will send a letter to inform the parent/guardian that a conference will be set-up with the Wabash County Truant Officer and may include the School Resource Officer, Principal or Assistant Principal or Teacher.

15th Absence Letter – Fifteen (15) Verified Absences and/or Truant Absences – The school will send a letter to inform the parent/guardian that their student has been referred to the Wabash County Truancy Review Board. The Principal will provide past 180 days attendance with referral. Copy of referral will also be sent to Truant Officer. Students with 5% absence over past 180 days will be classified as Chronic Truant.

18th Absence Letter – Eighteen (18) Verified/Absences and/or Truant Absences – The school will send a letter to inform the parent/guardian that their student is a “chronic truant”.

A student who is chronic truant may be made a ward of the Wabash County Juvenile Court and may also be subject to the requirements of Probation, Conditional Discharge, and/or detention at the Franklin County Detention Center. *The Wabash County Truancy Review Board will monitor student’s attendance for the next year and will use available resources to improve student’s attendance. Students may be assigned Community Service, In-School suspension, alternative school, or other resources. Counseling and other services may also be used. If attendance does not improve, chronic truants will be turned over to the State’s Attorney’s office.*

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

G. OTHER ATTENDANCE INFORMATION

Students shall have the opportunity and responsibility for all make-up work except in two (2) cases:

1. Absence during the semester examination
2. Truancy

Make-Up Work:

Students will be permitted to make up any missed work, including homework and test. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are truant from school will not be allowed to make up missed work. When possible, work should be sent home during the period of an absence or be obtained from the school website.

Verified personal illness is that illness which causes the services of a doctor and whose written statement is on file in the Principal’s office. The doctor’s statement must be dated within the week of seven (7) days of the absence.

Visits to Planned Parenthood, or similar organizations, outside counseling centers, and court dates will be recognized as an excused absence. Students returning from their court dates must have a note from the court stating time of day they were in court and will only be excused from the time they were in court. Students also seen in the Wabash County Health Department will be recognized as an excused absence. All students seen by a physician, dentist, chiropractor, and/or Health Department must have passes dated and timed of when to return to school.

Three (3) days of excused absence will be allowed for death in the immediate family unless travel of great distance is involved. The office may require a copy of an obituary.

Permission to leave school during the day is granted by the principal, assistant principal, or school nurse only, except in an extreme emergency when permission may be given by a teacher or secretary in the office. If a student leaves school without signing out through the principal’s office, except during his/her lunch period, he/she is automatically truant. A student who goes home at noon and finds it impossible to return to school must have a parent/guardian notify the school immediately by phone.

V. OTHER INFORMATION AND PROGRAMS OF IMPORTANCE TO MT. CARMEL HIGH SCHOOL STUDENTS

A. EVACUATION, SHELTER-IN-PLACE DRILLS AND ALARMS

The fire alarm system shall be used in case of fire or for practice drills and the storm siren will be used for severe storms and storm drills. Upon hearing the fire alarm and receiving the order to pass from the teacher, students should vacate the building through the proper exits as indicated to the football stadium and remain there until the bell rings to come back in. Upon hearing the intercom tone resembling a siren, or if the power is out, a continuous blast from an air horn(s), students should follow classroom procedures and follow specific instructions from the teacher. (Evacuation drill and shelter-in-place drill instructions should be posted in every classroom in the building.) Students should make a point of becoming accustomed to these procedures. Turning in false alarms is a misdemeanor, punishable by law. Students found guilty of creating false alarms will be severely disciplined by the school. A referral will also be made to local law enforcement authorities. Monetary rewards will be given to students for information leading to convictions of the person(s) responsible for “false alarms.”

B. GRADING SYSTEM

At the end of each quarter, semester, and year, every student is given a grade in each academic class he/she is taking. In each class, the student must pass one of two quarters per semester to be able to earn course credit. The grading system used at Mt. Carmel High School is as follows:

- | | |
|----|--|
| A | Indicates that the work is excellent in both quality and quantity. |
| B | Indicates good work – above average. |
| C | Indicates average work. |
| D | Indicates poor work. |
| F | Indicates failing work. |
| I | Indicates incomplete work. |
| WF | Indicates that the student has withdrawn and received a failing grade. |

Students withdrawing from school and not transferring to another school will receive a withdraw failure “WF” grade for the semester. All incompletes are to be made up within a period of time designated by the instructor. Students who fail or refuse to make up incomplete work may be failed for the quarter or semester and credit denied. It is the student’s responsibility to contact his/her instructor and make specific arrangements to make up all work.

For purposes of computing grade point averages, the following information is used:

- 1.) Regular education classes carry a weight of four (4)
- 2.) Some special classes may carry a lesser weight. (Usually a 2 or 3)

Grade Point Average (G.P.A.’s) is figured on a five (5) point grading scale. Grades are:

- A=5
- B=4
- C=3
- D=2
- F=1
- WF=0

The total of the weighted grades will be divided as though all classes had a weight of four (4).

C. VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

Students wishing to be considered for valedictorian/salutatorian will be required to complete the following core curriculum:

1. 4 years of English including **Honors** English IV
2. At least 3 years of Math including Pre-Calculus
3. 3 years of Lab Science including two advanced Science courses selected from Advanced Biology, Advanced Chemistry, Physics or A.P. Biology
4. 4 years of the same Foreign Language or 2 years of the same Foreign Language and 2 years of Music, Art or Vocational studies

D. REPORT CARDS

Computerized report cards will be issued at the end of each nine-week grading period. Report cards will be given to all students for the first and third quarter grading period. Students who are on the indebted list for the second and fourth quarter grading period must take care of their debt before report cards will be issued.

E. HONOR ROLL

Mt. Carmel High School has three (3) separate Honor Rolls:

- 1.) **STRAIGHT “A” HONOR ROLL**
Students who earn all “A” grades.
- 2.) **HIGH HONOR ROLL**
Students who earn 4.5 GPA or higher and have no grades below a B.
- 3.) **HONOR ROLL**
Students who earn 3.5 GPA or higher and have no grades below a C.

F. SEMESTER EXAMS

Students must earn a passing grade for at least one quarter in order to be eligible to receive course credit. Individual departments will determine the percentage value of the final exam toward the semester grade and advise students in each class. The maximum percentage value shall be no more than 20% of the semester grade. Second semester final examinations are optional for graduating seniors.

G. FINAL EXAM EXEMPTION POLICY FOR OUTSTANDING ATTENDANCE

First and second semester exams are optional to those students who meet the following eligibility requirements:

1. Any student who maintains school attendance in all enrolled classes with **three (3)** or fewer absences during the semester. The guidelines under the MCHS Attendance Policy are:
 - *Three (3) or fewer absence passes. (Verified Absence passes are issued for parent discretionary purposes, including student illness and important family matters. Excused Absence passes are issued for doctor appointments, funeral, or other similar circumstances.)
2. Certain disciplinary assignments or other attendance issues may automatically disqualify the student from this program. They are:
 - a. The student may not have any “truant” unexcused absence passes. (Truant passes are issued for truancy from a class period or day of school.)
 - b. A student may not have been sent to the office for disciplinary reasons by teacher.
 - c. Any student who has been assigned to In-School Suspension (AER) or Out-of-School Suspensions during the year is ineligible to participate in this optional final exam program.
 - d. Any student who receives a total of five (5) tardies throughout the semester.
3. Any student who meets the above standards but receives a failing grade in only one class maintains exempt status in all but the one class; however if a student receives a failing grade in either quarter of more than one course they will be required to take all exams.

Senior Final Exam Exemption Policy - 2nd Semester

- a. Any senior student who maintains school attendance in all enrolled classes with five (5) or fewer unexcused absences during the second semester will be exempt from taking second semester final exams. Students who miss more than five (5) times in any one class will be required to take final exams. The guidelines under the MCHS Attendance Policy are:
- *Five (5) or fewer unexcused absence passes. (Verified Absence passes are issued for parent discretionary purposes, including student illness and important family matters. Truant passes are issued when a student is absent without parent/guardian knowledge or when a student leaves the building without signing out in the office. Truant passes are also issued when a student leaves class without permission and doesn't report to the office.)

H. REPEATING A CLASS

Students receiving a D or F in a class may repeat the class to improve the grade and course knowledge; however, the transcript, GPA, and rank will reflect all grades.

I. SCHOOL DANCES

Attendance at school-sponsored dances is a privilege. All school rules, including the school's discipline code are in effect during school-sponsored dances. Closed dances are for current MCHS students only. Once you leave the building, you may not return.

JUNIOR-SENIOR PROM

The Junior-Senior Prom is the largest social event of the year. The Prom is a formal dance therefore no jeans or tennis shoes will be allowed. Since the Juniors plan this in honor of the Senior class, the Junior class is in charge of this event and is responsible for the selection of the theme, decorations, financing, and general arrangements. Faculty sponsors work with the Junior class to plan and conduct the Prom. The Administration has set up certain rules concerning attendance. Any student of Mt. Carmel High School may attend as a date companion of one of the Senior or Junior students. Any student attending another high school or has graduated from Mt. Carmel or any other high school must have a verification letter on file in the Main Office and must be under the age of 21 on the day of the prom to attend the Prom. High school graduates from MCHS or other schools may attend as dates of eligible MCHS Juniors and Seniors allowing that their age is also under 21 on the day of the prom. Middle School students are not eligible to attend the MCHS Prom. All MCHS students attending the Prom must be in school all day Friday prior to Saturday's Prom. Any MCHS student who is withdrawn from two (2) classes due to excessive tardies will be denied access to the Prom. Any student, however, who has been suspended/expelled from school and has not been re-admitted, cannot attend the prom.

HOMECOMING DANCE

The same guidelines and restrictions established for the Junior-Senior Prom will apply to the Homecoming Dance.

J. STUDENT PARKING LOT PRIVILEGES

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Student parking on school premises will be limited to those students who purchase \$10.00 parking decals and have been properly mounted in vehicles, in the lower corner of the driver's side of the windshield. These decals will be sold at the summer registration on a first come-first served basis, with Senior students receiving the first option to purchase. The school will only sell 210 decals, as this matches the number of student parking places available on the grounds at MCHS. Decals may only be replaced if they are removed and brought to the school office. Students who are illegally parked will be issued \$10.00 parking tickets, payable to the school. Unpaid parking tickets are added to the student's school indebtedness bill. Repeated violations will lead to other disciplinary action, including the towing of vehicles.

K. STUDENT PHONE USE AND MESSAGES

Students are not to use the office phones without permission. Except in emergencies, messages cannot be accepted through school phones.

L. LIBRARY

The school library/media center is located on the second floor of the main building. Reference books, magazines, and other resources are available for student use. A copy machine is also located in the Library and students can photocopy material for five cents per copy. **STUDENTS ARE HELD RESPONSIBLE FOR ANY ITEMS CHECKED OUT OF THE LIBRARY.**

M. LOCKERS

At the beginning of the school year, students will be assigned a locker and at that time will assume the responsibility for the care and condition of this property. Although MCHS will investigate any reports of stolen property, it cannot be held responsible for items lost, damaged, or taken from either the hallway or the P.E. lockers. The School retains ownership and the right to inspect and search the lockers and to confiscate items that are considered contraband, inappropriate, or dangerous. Students are expected to:

1. Use their assigned locker only.
2. Maintain an orderly locker by avoiding the storage of trash, food, wastepaper, etc. Use the compartments provided to stack books neatly and to arrange clothing carefully, and in general, be considerate of your personal belongings. (There will be periodic locker checks made by authorized personnel.)
3. Report any lock or locker problems to the Main Office.
4. Students should not have to go to their lockers between classes. Careful planning should enable everyone to carry all books needed before lunch with subsequent return to the locker at noon.

STUDENTS ARE RESPONSIBLE FOR ALL THE CONTENTS IN THEIR LOCKERS!!

N. ACCIDENTS

All accidents are to be reported immediately to the teacher in charge/**nearest staff member/nurse**, and then the Main Office will be notified.

O. ACCUMULATED CLASS FUNDS

Any balance in the treasury of a graduating class will be held in the class name for one year to take care of any unpaid bills left by the class. On July 1, one year later, the balance will be transferred into the Mt. Carmel High School Fund for use as approved by the Principal.

P. COMPUTER USAGE/INTERNET POLICY

District #348 is pleased to offer students in Mt. Carmel High School access to the district computer network for electronic mail and the internet. Student's who desire to use any computer facilities at MCHS which are linked to the internet, are responsible for following the guidelines which are listed after this introductory statement. Your signature on the MCHS STUDENT HANDBOOK VERIFICATION FORM is you pledge to follow these computer/internet guidelines as well as to abide by the other policies and regulations contained in the rest of this handbook.

Internet and E-mail Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access requires responsibility.

Individual users of the district computer network are responsible for their behavior over the network. It is presumed that users will comply with district standards; the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. Network storage areas shall be treated like school lockers. School administrators shall review files and communications stored on the system responsibly. Users should not expect that files stored on the system will always be private. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility.

Users Responsibilities

As outlined in Board Policy and procedures on student's rights and responsibilities, disciplinary action will be taken against any student of misconduct, including, but not limited to the following:

1. Sending or displaying offensive messages or pictures.
2. Using vulgar or obscene language.
3. Harassing, insulting, or attacking others.
4. Damaging computers, computer systems or networks.
5. Violating copyright laws.
6. Using another's password.
7. Trespassing in another's folder, work or files.
8. Using the network for commercial purposes.
9. Use of social networking sites (facebook, myspace, etc.)
10. Attempts to bypass building/district filtering systems

Violations shall result in loss of access as well as other disciplinary or legal action.

Q. MT. CARMEL HIGH SCHOOL CLASS SCHEDULES

REGULAR SCHEDULE

8:05-8:55	50 Min.	First Period
9:00-9:50	50 Min.	Second Period
9:55-10:45	50 Min.	Third Period
10:50-11:40	50 Min.	Fourth Period
11:40-12:20	40 Min.	5A Lunch
11:45-12:35	50 Min.	5A Period
12:35-1:15	40 Min.	5B Lunch
12:25-1:15	50 Min.	5B Period
1:20-2:10	50 Min.	Sixth Period
2:15-3:05	50 Min.	Seventh Period

THREE HOUR EARLY DISMISSAL SCHEDULE

8:05 – 8:30	25 Min.	First Period
8:35 – 9:00	25 Min.	Second Period
9:05 – 9:30	25 Min.	Third Period
9:35 – 10:00	25 Min.	Fourth Period
10:05 – 10:30	25 Min.	Fifth Period
10:35 – 11:00	25 Min.	Sixth Period
11:05 – 11:30	25 Min.	Seventh Period
11:30 – 12:05	35 Min.	5A & 5B Lunch

ONE HOUR EARLY DISMISSAL SCHEDULE

8:05-8:45	40 Min.	First Period
8:50-9:30	40 Min.	Second Period
9:35-10:15	40 Min.	Third Period
10:20-11:00	40 Min.	Fourth Period
11:05-11:45	40 Min.	5A Period
11:50-12:30	40 Min.	5B Period
12:35-1:15	40 Min.	Sixth Period
1:20-2:00	40 Min.	Seventh Period

ONE HOUR DELAY SCHEDULE

9:05-9:45	40 Min.	First Period
9:50-10:30	40 Min.	Second Period
10:35-11:15	40 Min.	Third Period
11:20-12:00	40 Min.	Fourth Period
12:05-12:45	40 Min.	5A Period
12:50-1:30	40 Min.	5B Period
1:35-2:15	40 Min.	Sixth Period
2:20-3:00	40 Min.	Seventh Period

TWO HOUR EARLY DISMISSAL SCHEDULE

8:05-8:40	35 Min.	First Period
8:45-9:20	35 Min.	Second Period
9:25-10:00	35 Min.	Third Period
10:05-10:35	30 Min.	Fourth Period
10:40-11:10	30 Min.	5A Period
11:15-11:45	30 Min.	5B Period
11:50-12:25	35 Min.	Sixth Period
12:30-1:05	35 Min.	Seventh Period

TWO HOUR DELAY SCHEDULE

10:05-10:40	35 Min.	First Period
10:45-11:20	35 Min.	Second Period
11:25-12:00	35 Min.	Third Period
12:05-12:35	30 Min.	Fourth Period
12:40-1:10	30 Min.	5A Period
1:15-1:45	35 Min.	5B Period
1:50-2:25	35 Min.	Sixth Period
2:30 – 3:05	35 Min.	Seventh Period

WABASH COMMUNITY UNIT SCHOOL DISTRICT #348
2016 - 2017 SCHOOL CALENDAR

AUGUST	11	First Day of School / Teacher Institute Day (No School for Students)
	12	Teacher Institute Day (No School for Students)
	15	First Full Day of Classes
	31	End of August (13 days)
SEPTEMBER	5	Labor Day (No School)
	23	School Improvement Day (3-Hour Early Dismissal)
	30	End of September (21 days)
	30	End of First Month Aug/Sept (34 days)
OCTOBER	7	Teacher Institute Day (No School for Students)
	10	Columbus Day (No School)
	14	End of 1st Quarter (42 days)
	20	School Improvement Day (3-Hour Early Dismissal)
	20	Parent/Teacher Conference Day (5:00 p.m. – 7:30 p.m.)
	21	Parent/Teacher Conference Day (8:00 a.m. – 11:30 a.m.) (No School for Students)
	31	End of Second Month (18 days)
NOVEMBER	11	Veteran's Day (No School)
	18	School Improvement Day (3-Hour Early Dismissal)
	23	Thanksgiving Holiday Begins at Close of School (2-Hour Early Dismissal)
	24-25	Thanksgiving Holiday
	30	End of Third Month (19 days)
DECEMBER	16	End of Fourth Month (12 days)
	16	End of 2 nd Quarter (41 days)
	16	End of 1 st Semester (83 days)
	16	Christmas Holiday Begins at Close of School (2-Hour Early Dismissal)
JANUARY	3	Classes Resume
	13	School Improvement Day (3-Hour Early Dismissal)
	16	M. L. King's Birthday (No School)
	31	End of Fifth Month (20 days)
FEBRUARY	17	School Improvement Day (3-Hour Early Dismissal)
	20	Presidents' Day (No School)
	28	End of Sixth Month (19 days)
MARCH	10	End of 3 rd quarter (47 days)
	17	School Improvement Day (3-Hour Early Dismissal)
	24	End of Seventh Month (18 days)
	27-31	Spring Break (No School)
APRIL	3	Classes Resume
	6	Parent/Teacher Conference Day (5:00 p.m. – 7:30 p.m.)
	7	Parent/Teacher Conference Day (8:00 a.m. – 11:30 a.m.) (No School for Students)
	14	Good Friday (No School)
	27	School Improvement Day (3-Hour Early Dismissal)
	28	Teacher Institute Day (No School for Students)
28	End of Eighth Month (17 days)	
MAY	23	Regular School Closes – if no emergency days are used
	29	Memorial Day
	31	Last Day of School – if five (5) emergency days are used
	31	End of Ninth Month (22 days)
	31	End of 4 th Quarter (49 days)
	31	End of 2 nd Semester (96 days)

174 Actual Days of Pupil Attendance + 2 Parent/Teacher Conference Days + 4 Institute Days + 5 Emergency Days = 185 Day Calendar
 Two hour Early Dismissal before Thanksgiving & Christmas Holidays

Approved by the Board of Education on February 22, 2016