

2023-2024

# Student Handbook

2023-2024

Munster High School

8808 COLUMBIA AVE MUNSTER, IN 46321





#### Purpose Statement:

Our mission is to help students demonstrate academic growth and social responsibility in a supportive and intellectually challenging learning environment.

#### Vision:

School Town of Munster - *A District of National Distinction*

School Town of Munster has adopted the Indiana Coalition of Quality Schools Values:

**Continuous Improvement:** As good as we are, we know that we can always achieve better results. We constantly try to find better ways of doing our work, and when we achieve our goals, we set higher targets.

**High Expectations:** Our learning organization requires that we maintain high expectations for one another and for self.

**Alignment:** We are most successful when everyone in our learning organization works together to achieve common goals. We can enhance efficiency and effectiveness by achieving alignment across our system.

**Shared Leadership:** We work as a team. Each member provides essential leadership in support of our common goals.

**Social Responsibility:** We ensure that we are good partners within our community and that our students and employees support local individuals and organizations. We demonstrate wise stewardship of public resources and ensure that our graduates are ready to shoulder their civic responsibilities.

**Evidence-Based Decision Making:** We make decisions after careful consideration of the most compelling research and data analysis.

**Accountability:** Each person affiliated with the STM system, including students, employees, parents/family members, and community stakeholders share accountability for our performance results and for providing personal best effort in support of our goals.

**Results Focus:** We have processes in place to 'inspect what we expect' as we strive to continually improve.



# Munster High School Administration & Office Staff

## Main Office Staff.....219-836-3200

Principal- Mr. Morgan Nolan  
Secretary- Mrs. Dana Ziel  
Secretary- Mrs. Nikki Olson  
Attendance Secretary- Mrs. Lisa Wilson  
Bookkeeper- Mrs. Becky McKeever  
Nurse- Mrs. Minerva Martinez

## Student Services.....219-836-1450

Assistant Principal- Mr. Brian Clark  
Dean of Students- Ms. Helen Fuller  
Dean of Students- Mr. Brad Docter  
Secondary Coordinator of Exceptional Achievers-  
Ms. Vida Choucalas  
Secretary- Mrs. Tiffani Bell  
Aide- Mrs. Beth Gibbs  
Head Custodian- Mr. Ken Crocilla

## Guidance Office.....219-836-3209

Assistant Principal- Mr. Robert Snyder  
Secretary- Mrs. Nikki Olson  
Aide- Mrs. Maureen Gaither  
Counselor- Ms. Chrisanne Terry  
Counselor- Mr. Peter Gregory  
Counselor- Ms. Lisa Oommen  
Counselor- Ms. Cynthia Kielbasa  
Counselor- Mrs. Elizabeth Keleher  
School Service Provider- Mrs. Kristan Reed

## Athletic Office.....219-836-3206

Athletic Director- Mr. Michael Schultz  
Asst. Athletic Director – Ms. Beth Raspopovich  
Secretary- Mrs. Olimpia Tienstra  
Aide- Mr. Zach Slosser

## Auditorium Office.....219-836-3200

Auditorium Director – Mr. Ray Palasz

## Media Center & Student Technology.....219-836-3200

Media Specialist – Ms. Kelly Hladek  
Media Center Secretary- Mrs. Betsy Tanzillo

## SCHOOL COLORS

*Red and White*

## SCHOOL NICKNAME

*FIGHTING MUSTANGS*

## SCHOOL SONG

*Munster Mustangs we're for you*

*Come on and fight, come on and fight,  
come on and fight*

*Munster Mustangs we're for you*

*The red and white, the red and white,  
the red and white*

*Munster Mustangs we're for you*

*We've got a team that no one else can  
ever tame*

*Munster Mustangs we're for you*

*Let's win this game*



# 2023-24 Bell Schedule



TRADITIONAL DAY		
PLC TIME	7:15 AM	7:55 AM
1	8:00 AM	8:47 AM
2	8:54 AM	9:41 AM
3	9:48 AM	10:35 AM
4	10:42 AM	11:29 AM
Lunch A	11:29 AM	11:59 AM
Class 5	12:04 PM	1:02 PM
Class (5)	11:36 AM	12:01 PM
Lunch B	12:01 PM	12:31 PM
Class (5)	12:36 PM	1:02 PM
Class 5	11:36 AM	12:32 PM
Lunch C	12:32 PM	1:02 PM
6	1:09 PM	1:56 PM
7	2:03 PM	2:50 PM

A BLOCK		
PLC TIME	7:15 AM	7:55 AM
1	8:00 AM	9:29 AM
3	9:36 AM	11:06 AM
Lunch A	11:13 AM	11:43 AM
Class 5	11:48 AM	1:13 PM
Class (5)	11:13 AM	11:58 AM
Lunch B	11:58 AM	12:28 PM
Class (5)	12:33 PM	1:13 PM
Class 5	11:13 AM	12:39 PM
Lunch C	12:43 PM	1:13 PM
7	1:20 PM	2:50 PM

B BLOCK		
PD TIME	7:15 AM	8:15 AM
2	8:20 AM	9:55 AM
Tutorial	10:02 AM	10:52 AM
Lunch A	10:59 AM	11:29 AM
Class 4	11:34 AM	1:08 PM
Class (4)	10:59 AM	11:46 AM
Lunch B	11:46 AM	12:16 PM
Class (4)	12:21 PM	1:08 PM
Class 4	10:59 AM	12:38 PM
Lunch C	12:38 PM	1:08 PM
6	1:15 PM	2:50 PM

**Munster High School will open for students at 7:35 AM**



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*This handbook provides key provisions of board policy. The board policy manuals should be consulted for the full text of a particular policy. If the provisions of the handbook contradict board policy, the board policy prevails.*



## **PART I GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Each day a bulletin of information pertaining to students and school activities is published. These announcements will be posted on the Munster High School web page and sent to student emails. Only those announcements the administration signs-off on are to be posted or read during announcements.

### **ASSEMBLIES AND PEP SESSIONS**

School assemblies and pep sessions may be held at various times throughout the school year. It is expected that those students who attend will display proper behavior. Those who do not behave in the proper manner will be denied the privilege of attending any further pep sessions or assemblies during the school year and will be subject to discipline.

### **BUILDING HOURS**

Students will not be permitted in the high school building before 7:35 a.m. or after 3:00 p.m. unless under the supervision of a high school staff member. Students who are in the building and not under the supervision of a high school staff member may be subject to disciplinary action.

### **BUS TRANSPORTATION**

All students must enter the bus before it leaves the curb. School rules apply on the buses. Failure to follow school and/or safety rules can result in disciplinary action including the loss of right to ride on school buses. Students are not allowed to bring guests home on their buses, even if the guest(s) is registered for bus service. A student may bring a musical instrument on the bus as long as the instrument will fit on the student's lap. Instruments should not be placed on the floor or on the seat. If you have any questions regarding these policies, please call 836-9111.

### **COPYRIGHT MATERIALS**

Students must adhere to Board policy 2531 in regard to the copying and use of copyrighted materials (Title 17, U.S. Code of Copyright Laws, sections 107 and 110). Unlawful copies of copyrighted material may not be produced on corporation owned equipment, used with corporation owned equipment, within corporation owned facilities, or at corporation-sponsored functions.

### **DOOR ACCESS**

Students who arrive to school late must check in at **Door A**. Students are not allowed to prop open doors, open exterior doors for guests, visitors or other students during the school day. Students who have been granted early dismissal must exit the building through Door A during school hours. Students who violate these policies will be subject to discipline.

### **DISASTER DRILLS**

State law requires two disaster drills each semester. A special alarm is sounded, and teachers instruct students to go to designate areas in the school to follow specified procedures.

### **FIRE DRILLS**

Monthly fire drills are required by law. The purpose of the drills is to make everyone familiar with fire drill procedures and the proper exits from various parts of the building in the event of fire or other disaster. When drills occur, students are to move quickly and quietly to the exits and then proceed to at least 75 feet from the building.

### **FOOD DELIVERY**

Food companies will not be allowed to deliver to Munster High School during school hours. All food delivery companies will be turned away. Students who order food with a delivery service or company will be subject to discipline.





## HEALTH SERVICES

**Nurse:** The school nurse is available to care for students who become ill or injured at school until parents, guardians, or designated emergency persons can be contacted. The nurse is not responsible for providing care for injuries that did not occur at school and should not be used in place of the family physician. A student must have a hall pass from his/her current classroom teacher to see the nurse. In an emergency situation, the hall pass is not necessary, but teachers should notify the main office that they are sending an ill student to the nurse and have another student accompany the ill student for safety.

**Administration of Medication:** Parents/Guardians of students who need to take oral or inhaled medication, (prescribed or over-the-counter); during school hours should contact the nurse for instructions. All medication is stored in a locked cabinet in the nurse's office. No student is permitted to have any medication in his/her possession during the school day unless authorized in writing by his/her physician. These rules are for the safety of all students.

**Prescription Medication:** A prescription medication form must be completed with written instructions from the physician and written permission of the parent or guardian. The form is available in the health service and the main office. In an emergency we can FAX the form to your home or to the doctor's office. Prescription medications must be contained in the original pharmacy bottle that clearly states the name of the medication, the dosage, and the name of the student. All medications are kept in the health service office and are dispensed as ordered by the physician and/or parent unless the physician deems it to be one possibly needed on an emergency basis (i.e. inhalers, Epipens) and authorizes it to be carried and self-administered by the student.

**Non-prescribed (over the counter) Medications:** A student in grades 9-12 may be allowed to possess and self-administer an over the counter medication upon the written authorization of the parent. The parent must complete Form 5330 F1-Authorization for Non-prescribed Medication and Treatment and submit it to the school office for filing in the student's records.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to student services for disciplinary action.

For those students that need a dose of an over-the-counter medication for the occasional headache or other minor pain, the nurse may call to see if the parent wishes medication to be given from the school supply. A faxed note from the parent will be accepted in this case. A form will then be sent home and required for parent signature.

**Physical Examinations:** All incoming freshmen students as well as students in grades 10 through 12 who are new to Munster High School are required to have a physical examination. Please be aware that a Sports Physical is not the same as the required School Physical. The School Physical is more thorough than the Sports Physical and requires immunization and history information that is not required for the Sports Physical. The IHSAA Sports Physical form has a different focus. The School Physical is only required once during the attendance at the high school level. Both physicals are required if your child will be playing sports. Students who do not have a physical examination on file before the first day of class will not be permitted to participate in any class that involves more intense physical activity (Physical Education, Weight Training, Foods and Fitness). This non-participation may result in a grade reduction for the first grading period or being dropped from the class. The required forms are available in the Main Office, Health Service, and Guidance Office.

**Immunizations (INSBH minimum requirements for school entry):** When a student enrolls in a school corporation, for the first time or any subsequent time and at any level, the parents must show either that the student has been immunized or that a current medical or religious objection is on file. Parents should provide the school corporation with complete immunization records prior to the beginning of the school year. Minimum immunization requirements for students at the high school are:

Grades 6 to 11	3 Hep B	2 Varicella
	5 DTaP	1 Tdap (Tetanus & Pertussis)
	4 Polio	1 MCV4 (Meningococcal)
	2 MMR	2 Hep A*





<b>Grade 12</b>	3 Hep B	2 Varicella
	5 DTaP	1 Tdap
	4 Polio	2 MCV4 (Meningococcal)
	2 MMR	2 Hep A *
		MenB (Meningococcal B)*

**Hep B** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

**Polio** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade, the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

**Varicella** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

**MCV4** Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

**Hep A** The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months. K-3 is required.

\*For grades 4-12, two doses of Hep A are recommended.

**MenB** A complete series of Meningococcal Serogroup B vaccine.

\*For grades 12, a complete series of MenB is recommended

No student shall be permitted to attend school for more than twenty (20) days beyond the date of enrollment without furnishing a physician's certification of having received the immunizations.

## I.D. CARDS

Student identification cards will be issued during the first weeks of school. These cards must be carried by students during the regular school day or when attending any school function. Failure to present your identification card when requested to do so could result in disciplinary action. Lost cards should be reported to Student Services. Replacement cards will be issued at a cost of \$5.00.

## LUNCH FACILITIES

The Food Court is located in the south building of the high school complex. Pupils may purchase School Breakfast or Lunch at one "meal deal" price based on the National School Lunch Program standards, or they may bring a lunch from home. No food is to be taken from the Food Court. Each student is expected to practice good manners as one would at home. Some simple rules of courteous behavior include the following: (1) observing good dining room standards at the table, (2) leaving the table and surrounding areas clean and orderly, (3) putting trash in proper containers, (4) cooperating with supervisors when asked to assist in cleaning up, and (5) returning trays to the tray return. A Breakfast Meal or ala carte breakfast items are offered before school each morning. Five lunch lines offer the school lunch meal, a sixth line offers ala carte items only. Choice of entrée, up to three different sides and a milk equals a lunch. A minimum of an entrée and one fruit or vegetable must be taken to qualify for the "Meal Deal Price" as a school lunch. Students may purchase a second complete lunch at a slightly higher price. Students are given the option of supplementing their lunch with the purchase of ala carte (*extra*) items. The lunch price is set for a complete lunch; however, students are encouraged not to take food items they will not eat. Students may also bring a sack lunch. Students who do not wish to eat may either go to the Media Center (with a pass from a teacher) or to the Commons. There is to be no eating or drinking in the Commons or the Media Center.

### Prepaid Lunch Debit System

Students may purchase lunch with cash or they may use the prepaid lunch debit system for the cafeteria. If using the debit system, students must scan their student I.D. card or have their 8-digit student ID number memorized, in which they can key into a pin paid provided at each point of sale to access their account

This system is designed to process student purchases more efficiently and to reduce the amount of cash handling at each location. Students may deposit checks (made out to MHS) into their account as they make lunch purchases. Parents may create a secure online PayForIt where they can add money via a charge card for lunch purposes. There is a small fee charged for deposits made using PayForIt. The Food Court has a "No Charge Policy". Students may purchase new I.D. cards from Student Services.



## MHS MEDIA CENTER

The Media Center, on the north end of the Munster High School campus, invites student creativity, encourages collaborative learning, and promotes using technology to acquire new knowledge. The Media Center is open each weekday during the school year from 7:00 a.m. to 3:30 p.m.

### Laptops

Students with technical laptop issues should visit the Media Center for assistance. Students who 1) fail to fully charge their laptops or 2) forget to bring their laptops to school may receive a loaner laptop in the Media Center. However, they will be issued an infraction. Students with three infractions in the same month receive a detention with progressive discipline for any additional infractions. Students who do not return their loaners on time receive an additional infraction.

Students are responsible for their laptops and may not remove any identifying information from the devices or attach any personal stickers to the devices. Students who damage or lose a laptop or charger could be billed for the item.

### Books

In addition to offering a physical library of today's popular young adult titles, the Media Center also offers a digital library that features hundreds of eBooks and audiobooks at <https://stm.mackinvia.com>. Students log in with their school credentials and can begin reading/listening immediately.

Digital titles are "returned" automatically on their due dates. Students who damage or do not return physical books after the two-week check-out period will be charged for them.

### Graphing calculators

Students may check out graphing calculators from the Media Center for the duration of the school year. A student who breaks or loses a calculator will be billed for it.

### More Information:

Media Center news, resources, and procedures are detailed on its webpage <https://sites.google.com/munster.us/mhs-media-center/home>. Or go to the MHS Home Page→Parent & Student Resources→Media Center

- The Home Page features the latest announcements as well as quick links to "Tech Support," the online catalog, and the eLibrary.
- The Look for Books page offers Mustangs reading recommendations, and information on the Read & White Book Club's reading activities.
- The Find Information page provides access to state and district databases for research and resources for evaluating websites and understanding primary and secondary resources.
- The Use Resources Responsibly page helps explain the differences between copyright, public domain, and fair use. Also featured are digital resources (clipart, images, music, etc.) that may be used responsibly.
- On the Manage Your Digital Footprint page, Mustangs can learn how to create their own positive digital presence with the help of videos curated from Common Sense Education.
- The See Hours/Circulation Info/Loaner Laptop Policies page pulls together the Media Center's "housekeeping" information.

Students who transfer out, withdraw from, or graduate early from Munster High School must return their borrowed materials (e.g., laptop, power cord, books, and/or calculator) within 30 days of their completion, transfer, or withdrawal or their accounts will be billed.

## MESSAGES TO STUDENTS

Telephone messages **will not** be given to students unless they are of extreme emergency.

## POWER PARENT

PowerParent allows parents to have access to pertinent information about their child's attendance, grades, homework assignments, discipline, health records, and much more. If parents are interested in signing up for this feature, please contact the Guidance Office at 836-3209.

## SALES

No student may advertise, sell, or profit from sales activities in the school. Students may not invite vendors into the school or distribute advertising within the school. All extracurricular money earned by any school-sponsored organization must be deposited immediately with the high school bookkeeper. No money may be deposited in outside or private accounts. All sales must be scheduled and approved through Student Services.



## **SCHOOL VISITORS**

Students are not allowed to bring visitors to school. All school visitors must check in the building at door A. Visitors will be required to show a state I.D. that will be scanned through the Raptor system.

## **SECLUSION AND RESTRAINT POLICY**

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

## **SEVERE WEATHER / SCHOOL CLOSINGS**

In the case of severe weather, which may force the closing of school, an official notice will be posted on our Emergency Information link of the School Town of Munster web page [www.munster.us](http://www.munster.us). Parents will also be notified with the school messenger system. Parents and students should check the school website and not call the school or central administration office. An official announcement of such closing will also be made over radio stations WJOB (1230 AM), WAKE (1500 AM), WZVN (107.1 FM), and RADIO (105.5 FM).

## **REFUND POLICY**

1. Students will receive a 100% refund of text rental and material fees, in any amount over \$10.00, when they drop a class during the first five days of the semester (if materials are not marked).
2. Students will receive a prorated refund if they drop a class after the first five days of a semester.
3. All refunds will be paid by check and mailed to the student's parents.

## **STUDENT INSURANCE**

Student insurance is available to all students who wish to purchase an accident policy. Forms are made available to students at the beginning of the school year. Information regarding the cost and terms of the policy are printed on the forms. Students have the option of purchasing the school accident policy, or parents may sign a waiver form stating they have adequate coverage. Even though students waive the student insurance at the beginning of their freshman year, they still may sign up for school insurance later if they wish. Students must have their own accident insurance. They must be covered by a family policy, an individual policy outside the school, or through the optional accident insurance offered by the school. No accident coverage is carried on the students by the school.

## **SUMMER SCHOOL**

Students discuss summer school classes when they choose courses for the following school year. At that time the students are informed of the classes being offered. A student may earn a maximum of 2 credits in summer school.

## **VENDING MACHINES**

Vending machines are located in the building for the convenience of the students. They are on before and after school. If students abuse the privilege of the machines by not putting soft drink cans in proper receptacles, the vending machines will be turned off. The office WILL NOT give change for use in the vending machines.

## **WORK PERMITS**

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits. (<https://www.in.gov/dol/2644.htm>).

# **PART II ATTENDANCE AND DISCIPLINE**

## **STATEMENT OF ATTENDANCE POLICY**

A student's attendance is essential to learning. Learning includes factual subject matter and also social responsibility reinforced through attendance habits, work habits, attitudes and ideals. Every absence whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interest in the continuing program. Extensive research shows that educational achievement is directly related to attendance.



According to Indiana Law (IC 20-33-2-14; IC 20-33-2-15; IC 20-33-2-16; IC 20-33-2-17; IC 20-33-2-17.2; IC 20-33-2-17.5; and IC 20-33-2-17.7), a student is excused from school and is not to be recorded as absent and is not to be penalized in any way by the school.

Students may be excused from school attendance for the following valid reasons:

- Absence verified by parent/guardian
- Illness verified by note from Physician
- Death in the Family
- Maternity
- Religious Observance (students will not be excused for religious services held during school if such services are held at other times of the day.)
- Military Connected Families (e.g. absences related to deployment and return)
- Exposure to Contagious Disease
- Any absences for reason other than those stated above must have prior approval by the principal or assistant principals.

## **LIMITS ON ABSENCES**

Students are allowed seven (7) excused absences a semester. After a student has missed his seventh day, absences will be considered unexcused, unless documentation can be provided. Students will be issued discipline and consequences in accordance with our school's truancy policies. Special circumstances can be reviewed by administration and the attendance office prior to the absences.

## **HABITUAL OR CHRONIC ABSENTEEISM**

IC 20-20-8-8 defines chronic absenteeism as students absent from school 10% or more of the school year for any reason.

IC 20-33-2-25 states that a "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services."

IC 20-33-2-28 states that it is unlawful for a parent to fail; neglect; or refuse to send the child to a school for the full term as required by law unless the child is being provided with instruction equivalent to that given in public schools.

IC 20-33-2-18 states that if a parent of a student does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity signed by an Indiana physician for an attendance officer not later than six days after the certificate is demanded. The Certificate of Incapacity is more elaborate than a usual note from a physician and has detailed information for students experiencing an extraordinary number of absences for health reasons.

The Attendance Officer or administrator may require an Attendance Contract and stipulations for compliance will be outlined and may include: exclusion from participation in extra-curricular activities, driving to school, dances, work permit, and/or alternative to expulsion.

## **COLLEGE VISITATIONS**

It is understood that junior or senior students may visit college campuses to help choose the appropriate school. Junior and senior students are allowed three college visits per school year. College visitations will be considered verified absences if the visitation is arranged on a College Visit Request Form. These forms can be found in Student Services and must be completed and turned in two days prior to the college visit. The official college paperwork must be turned in within 5 days of the students return to school. If the visitation is not done in this way, and the parent or guardian contacts the attendance secretary, the absence will be considered an excused absence. These excused absences will count towards a student's limit of seven (7) during the semester.



## ATTENDANCE CODES (POWERSCHOOL)

The following codes are how absences will be recorded in PowerSchool.

UNX (Unexcused): Truancy, more than 5 minutes late to class. *Counts towards the limit policy*

FTR (Field Trip): Students who attend school sponsored activities. *Do not count towards the limit policy*

REL (Religious Holiday): Students who observe a religious holiday during school hours. *Do not count towards the limit policy*

SUS (Out of School Suspension): Student has been suspended for discipline reasons. *Does not count towards the limit policy.*

TDY (Tardy): Students who are late to class, 5 minutes or less.

ISS (In School Suspension): Students issued ISS for discipline reasons. *Do not count towards the limit policy.*

OFC (Office): Student is in attendance at school, but is in the office for a meeting or with the nurse.

VER (Verified): Student has submitted proper documentation for a college visit, a court appointment, or family death. *Does not count towards the limit policy.*

EXC (Excused): Parent calls within 24 hours to excuse student's attendance. *Counts towards the limit policy*

MED (Medical Note): Students who submit proper medical documentation within 5 days. *Do not count towards the limit policy*

TST (Testing): Student is in attendance, but is not in class for testing.

HHP (Homebound Services): Student has been placed by a physician on homebound. *Does not count towards limit policy.*

## CLOSED CAMPUS

Munster High School has a closed campus policy. After arriving on campus in the morning, a student cannot leave the school grounds until the end of the school day. Exceptions to this rule are students who have received permission to leave early through the high school office. Leaving school without permission before the end of the school day is truancy.

## EARLY RELEASE

The parent/guardian should call the school before 9:00 A.M. stating the time the student is to leave for that day, the approximate time of return, and the reason. Before leaving school, the student must report to Student Services before school or during the day to make sure arrangements are complete. Students must sign out in the main office or Student Services before leaving school.

The student must check back with Student Services if he/she returns before the end of the school day. The student will be listed on the daily attendance report as excused for the period of time he/she was gone. The student will not need an admit pass to class the next day as long as his/her name is listed on the daily attendance report as excused.

**Students are not to leave school without prior clearance through Student Services. Failure to report to Student Services before leaving will result in disciplinary action.** Students may also receive disciplinary action for remaining in the building during an early release. Early release may only be used for circumstances, which require the student to leave the school building. An early release for a medical/dental appointment must be documented by the doctor. Documentation must be submitted to the Munster High School attendance office upon the student's return to school. Failure to follow this procedure will result in disciplinary action.

## MAKE-UP WORK DUE TO AN ABSENCE

When students are absent or suspended from school, they will be allowed to make-up missed work, including homework and tests for equivalent academic credit. Students should contact teachers to request class assignments. Teachers may require certain assignments to be submitted after returning from an absence.

- Students must make arrangements with teachers upon returning to school and complete any assessments or assignments within 2 school days of the absences. Teachers have the option to give a similar assessment covering the same standards.
- Students may but are not required to take tests and or quizzes upon returning to school.
- Any student who is absent 3 consecutive days or more will have the equal amount of days to make-up any assessments and to submit class assignments.
- Teachers should use good judgment in make-up timelines to help students complete work.



- Students are required to clearly communicate needs and timelines with teachers. Failure to communicate with a teacher about make-up work can result in the loss of credit.
- **Long-Term Group assignments:** If a group member is unable to complete his or her portion of a group assignment, the teacher may extend the deadline for the group to submit the project. It is reasonable for a teacher to review current progress on the assignment prior to extending the deadline.

### Examples for Make-Up work Policy:

*Student A is absent Monday. The parent calls the school to excuse the absence. Student A missed a quiz and a test that day. The student returns to school on Tuesday where a second exam is scheduled. The student is not required to take any assessments on Tuesday. Student A has 2 days upon returning to complete these assessments and other assignments. All work should be completed by the end of the day Thursday.*

*Student B is out Thursday and Friday for a field trip, and the field trip continues throughout the weekend. The student returns to school Monday. The student can schedule make-up times for assignments and assessments that were missed on Thursday, Friday and Monday. They must be completed by Wednesday.*

*A teacher assigns a project that is due in two weeks. Student C is absent on the due date of the project due to illness. The student is required to contact his teacher to request when the assignment should be submitted. Since there was prior notice and work time regarding the assignment, a teacher can require the assignment to be submitted upon the student's return. Students can be required to submit assignments upon returning if they have had 2 weeks' notice on those deadlines.*

## PREARRANGED ABSENCES

Any student who will be absent from school for personal reasons must obtain a Pre-Arranged Absence Form from the attendance office. The form must be signed by the parent, stating the requested days of absence, and then signed by each of the student's teachers; this form is to be returned to Student Services two days prior to the arranged absence. Student Services shall inform the parent of teacher's responses to the prearranged absence. Students who do not follow the proper procedure may be considered truant.

## TARDY TO CLASS

A student is tardy to class/school when the bell has rung and he/she is not in the classroom. Listed below are the consequences for tardies to a class during a semester:

1 <sup>st</sup> tardy = warning	5 <sup>th</sup> tardy = 1 day of I.S.S.
2 <sup>nd</sup> tardy = 1 detention	6 <sup>th</sup> tardy = 1 day of I.S.S.
3 <sup>rd</sup> tardy = 1 detention	7 <sup>th</sup> tardy = 1 day suspension (OSS)
4 <sup>th</sup> tardy = 1 Extended Detention	8 <sup>th</sup> or more tardies = continued 1 day of suspension (OSS)

A student is considered truant 5 minutes after the bell. If a student is late to school and has missed one or more full class periods, he/she must report to Student Services upon arrival. If the student's parent/guardian has not contacted the office within 24 hours, the absence will be listed as unexcused. Tardies and failure to check in, as indicated above, will result in disciplinary actions

## TRUANCY

Truancy is an unauthorized/unexcused absence. A student is truant if he/she leaves school without permission, comes to school but does not attend a class or classes (including study hall, ISS or lunch), obtains permission to go to a certain place but does not report there, is more than 5 minutes late to a class, fails to remain at an assigned location, or does not attend an assigned disciplinary session. Any involvement in a "ditch day" is considered truancy. Students who are truant from school place their educational program in jeopardy. Every attempt will be made to correct truancy problems, which may include referral to the Student Assistance Program and/or notification to the school attendance office. Counselors will be alerted and asked to assist in dealing with the causes of truancy. Attempts will be made to correct the problems. Although attendance records begin anew at the start of the second semester, consequences for truancy will be disciplined cumulatively throughout a school year. If a student continues to be truant after attempts have been made to correct the problem, the student may be recommended for expulsion. When a student accumulates 7 days of excused/unexcused absences, a letter will be sent home with the child. If the child accumulates 2 additional unverified absences, the parent/guardian may be asked to attend a conference to discuss the issue. If the child accumulates 10 or more absences that are not verified, the school may be required to turn the matter over to an intake officer of the juvenile court or the department of child services. (IC 20-33-2-25). Consequences for truancy include the following:





**Class truancy/leaving the building without permission:**

1<sup>st</sup> offense = 1 Extended Detention

2<sup>nd</sup> offense = 1 day of I.S.S.

3<sup>rd</sup> offense = 1 day of external suspension

Subsequent offenses may result in suspension or recommendation for expulsion.

**All day truancy:**

1<sup>st</sup> offense = 2 Extended Detentions or 2 days of I.S.S.

2<sup>nd</sup> offense = 2 days of I.S.S.

3<sup>rd</sup> offense = 2 days of external suspension

**HABITUAL TRUANCY**

- A. Indiana Code 20-33-2-11 provides that any person, at least 13 years of age but less than 15, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18, or attendance record has improved as determined by the school board upon review of the student's record.
- B. A student is "truant" when an absence from school or class is without the knowledge or approval of a school official and parent.
- C. A student who has been found to be truant for the third time in a school year is considered a "habitual truant." The school principal may withdraw the designation of "habitual truant" when the student has attended school for 90 school days without another truancy.

A person under 18 years who is a habitual truant or who drops out of school for reasons other than financial hardship may not receive a driver's license. If the person already holds a license, it shall be invalidated until the earliest of: 1) the person reaches 18; or 2) 120 days after the person is suspended, or the end of the semester in which the person returns to school, whichever is longer.

**WITHDRAWAL FROM SCHOOL**

Under Indiana law, (20-33-2-9) any student who is at least sixteen (16) years of age but is not yet eighteen (18) years of age, may withdraw from school prior to graduation under the following circumstances:

- 1. The student, the student's parent or guardian, and the principal agree to the withdrawal.
- 2. At the exit interview the student provides written acknowledgement of the withdrawal, and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school.

## CODE OF CONDUCT

A goal of Munster High School's educational program is to encourage self-discipline and responsibility. Students who make conscious choices to respect their teachers, fellow students, staff, visitors, and others display the self-discipline that the school promotes and expects. The school code of ethics also expects students to respect the personal property of other persons, as well as school property. Students who choose not to follow the school code of conduct will receive consequences for their behaviors. The fact that a particular violation of good conduct is not specifically mentioned in the following pages is not a satisfactory defense for any improper conduct. It is simply impossible to list every action, which is inconsistent with good school citizenship. We expect students to form the habit of not only observing the regulations contained herein, but also the general rules of good conduct and common sense acknowledged by the school community. Moreover, we expect students to assist school staff in maintaining a safe and healthy environment by reporting inappropriate behaviors and not tolerating behaviors that are unbecoming to the general rules of good conduct and *arête* (excellence of any kind). The rules and regulations for Munster High School students are published in the RULES AND STANDARDS CONCERNING THE CONDUCT OF STUDENTS OF THE SCHOOL TOWN OF MUNSTER. The following Munster High School rules and penalties are based upon this document. Copies of the RULES AND STANDARDS are available in the main office. Copies may also be checked out at the high school library. Excerpts from the RULES AND STANDARDS pertaining to violations that may result in suspension and/or expulsion follow the information listed below. The jurisdiction of the school with respect to the foregoing rules of conduct shall apply to misconduct (a) on the school grounds, during and before or after school hours; (b) on the school grounds at any other time when the school is being used by any school group; (c) off the school grounds at a school activity, function or event; or (d) when such student is traveling to or from school or such educational function.

**ABUSE OF PASS/ FAILURE TO REPORT**

Students who are issued a pass and fail to report to the specific location or use the pass to visit another location will be subject to discipline.





## ALCOHOL AND OTHER DRUGS

The Board of School Trustees for the School Town of Munster recognizes that the use of alcohol and illegal drugs and the problems associated therewith are becoming increasingly commonplace in our society and among our youth. In fact, the use of alcohol and illegal drugs currently threatens our nation's schools by causing major disruption and interference with their very purpose - the education of our children. No place in our society is immune from the destructive and harmful forces of alcohol and drug abuse. If our students are to be educated and if our school is to survive and to prosper, an environment conducive to learning must be maintained. We must utilize all reasonable means at our disposal to deter conduct, which substantially disrupts our school environment, while taking further initiative to institute a school program for the care and rehabilitation of alcohol/drug users. Therefore, the Board of School Trustees, in an effort to promote, enhance, and maintain an alcohol- and drug-free school environment, is instituting an alcohol/drug STUDENT ASSISTANCE PROGRAM (SAP). This will be a voluntary program for the treatment, care, and rehabilitation of alcohol and drug users. A SAP team will be available to make a preliminary assessment of a student's use of alcohol and/or drugs with the objective of recommending an individual care program to fit the specific needs of the student which may include in-school counseling and/or outpatient counseling of the student commensurate with the student's ability to pay for such services. A further objective of SAP will be to involve the student's parent or guardian in the program. If a student voluntarily enters SAP and such entry is not associated with any ongoing investigation and/or violation of school rules or extracurricular rules, the student's prior use of alcohol and/or drugs will not be used for the basis of any school or extracurricular penalty. With the help of all students, parents, teachers, and administrators, the Board of Trustees optimistically hopes their goals and objectives can be realized.

### Students Suspected of Being under the Influence of Drugs or Alcohol

Students believed to be under the influence of drugs and/or alcohol may be requested to submit to a drug and/or alcohol test at the expense of the student. Refusal to submit to a drug or alcohol test, or refusal to provide a valid specimen will be considered failure to comply that constitutes an interference with school purposes or an educational function. As used in this policy "reasonable suspicion" includes: specific observation concerning appearance, behavior, body odor, or speech of a student; information received by the principal or designee from teachers, parents, students, employees or detection devices. This rule applies on or off school property at any school sponsored or school approved activity, event or function, where students are under the jurisdiction of the school district.

### Violation

Students knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverage, intoxicant or students who abuse of over the counter medications will be subject to the penalties listed below and may be requested to submit to and/or may request to take a drug/alcohol screen. Further, students possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances or products capable of transmitting controlled substances (see above paragraph), such as drug-related paraphernalia: pipes, clips, rolling papers, needles, syringes, etc., will be subject to the following penalties and may be requested to submit to and/or may request to take a drug/alcohol screen:

### Penalty

1<sup>st</sup> Offense: The principal who has the jurisdiction over the student shall suspend the student for ten days and recommend expulsion. The principal may recommend a stay of the expulsion penalty if the principal finds from the facts and circumstances that it is in the best interest of the offender, and not contrary to the well-being of the student body, and upon the offender and his/her parent or guardian entering into a written agreement to consent to the offender's enrollment in an approved counseling and/or drug/alcohol program. The stay of expulsion shall remain in force during the determined period of expulsion, provided the offender remains in the designated program and satisfactorily completes it. If the offender fails to do so, then the stay shall be automatically removed and due process proceedings shall commence.

2<sup>nd</sup> Offense: Recommendation for stay of expulsion is available only to first offenders. Repeat offenders will be recommended for expulsion without any consideration for enrollment in recommended counseling and/or drug/alcohol programs.

### Violation

Students engaging in the unlawful selling of a controlled substance will be subject to the penalty listed below.

### Penalty

The principal shall suspend the student for 10 days and recommend expulsion.

**Notification of Incident to Police** - School officials will report to the local law enforcement agency and the Indiana Criminal Justice Institution if the violation is on or within 1,000 feet of school property.



## **ARSON**

Students attempting to set fire or to substantially damage any school building or property will be suspended, recommended for expulsion, and referred to the local police authorities. Students who are in possession of lighters, matches, fireworks, or other products capable of setting fire will be suspended.

## **ASSAULT OF STAFF OR STUDENT**

Any student intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any staff member shall be suspended, recommended for expulsion, and referred to the local police authorities. Any student intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to another student may be suspended, may be recommended for expulsion, and may be referred to the local police authorities.

## **CLASS OR SCHOOL DISRUPTIONS**

1. A teacher may exclude a student from his or her classroom or activity under his or her supervision for a period not to exceed one day. The student may attend other classes or activities of the school day. The teacher will instruct the student to leave the classroom or activity, will instruct the student to report to Student Services, and will notify the administration as soon as possible. A decision will be made by the administrator on the proper action to be taken concerning the student. This may include detention(s), Extended detention(s), suspension, parent conference, and/or a recommendation for expulsion. Repeated referrals from a class for disciplinary problems may result in removal from that class with a failing grade.
2. Students who engage in the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct will be suspended and/or recommended for expulsion.
3. Students occupying any school building, school grounds, or part thereof with intent to deprive others of its use; blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; preventing or attempting to prevent by physical act the convening of any school or educational function, or of any lawful meeting or assembly on school property; and/or continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under his/her supervision will be suspended and/or recommended for expulsion.

## **COURTESY**

Students may expect courteous treatment and are expected to be courteous to fellow students, teachers, other school personnel, and visitors. Students are not to use vulgarity or curse words in the high school. Language must be civil and appropriate for a public setting. Students should expect mutual respect, civility, and orderly conduct. Volatile, hostile actions and abusive language will not be tolerated.

## **DEMONSTRATION SPEECHES AND PROJECTS**

Good judgment dictates what may be brought to school for demonstration speeches. Anything potentially dangerous should be avoided. For example:

- Weaponry of any kind;
- Live animals of any kind;
- Skateboards, roller skates, etc.

If there is any doubt, the classroom teacher should be consulted. Projects that may be considered vulgar or offensive should not be brought into the school. Violations may result in disciplinary action.

## **DISPLAYS OF AFFECTION/SEXUAL MISCONDUCT**

Displays of affection between students in school should not be excessive. Students who bring attention to themselves in this way will receive a warning. Should this behavior persist, students will be disciplined and parents notified. Students engaged in acts of sexual misconduct will be subject to disciplinary procedures.

## **DRESS**

The general policy of the School Town of Munster is to allow as much individual freedom of choice as possible in matters of dress and grooming consistent with cleanliness, decency, and appropriateness supporting the school's mission promoting social responsibility. We have a responsibility to prepare students for adulthood which includes the requirement to meet certain dress standards for many occupational obligations and social functions. As part of the responsibility the following criteria will be used to evaluate a student's appearance while attending school and school related functions. Proper attire is defined as clothing that does not create a health or safety hazard, which does not cause a school disruption and which is not distracting to the learning environment or demeaning to other students or staff members. The final decision regarding appropriate/inappropriate clothing rests with the administration.



Examples of inappropriate clothing during the school day:

- Garments that have pictures and/or writing that is vulgar, suggestive, indecent, or otherwise offensive are not permitted. Garments with pictures of or allusions to drugs, or alcoholic drinks, and/or gangs/unauthorized organizations are not allowed.
- Clothing that is too revealing. Included but not limited to clothing that is transparent, displays the midriff, undergarments (of any type), or displays areas in which undergarments should be worn.
- Clothing that does not allow a full range of motion such as sitting, bending or reaching requiring frequent readjustments are not allowed.
- Eccentric apparel or grooming that could cause distraction or interference with school purpose is not permitted.
- Excessively tattered, torn, or provocative clothing is not permitted.
- Hats, head coverings, or any item that obscures the face or ears may not be worn inside the school during school hours.
- Excessively baggy clothes are not acceptable.
- Sunglasses are not to be worn or visible at any time in the building.
- Shoes are to be worn at all times, unless in the process of changing for a class, athletic event, or participating in an approved school activity requiring no shoes (for example: swimming, life guarding)

1st offense = Written Warning

2nd offense = Detention

3rd offense = Detention

4th offense = Extended Detention

5th offense = ISS

6th offense = ISS

7th offense = OSS

8th offense = continued OSS

*See the Athletic Handbook for appropriate dress for athletes practicing in the school.*

## DRIVING TO SCHOOL

All students with valid driver's licenses and parent's permission are eligible to drive to school. A **tag** fee will be collected, licenses checked and registration forms submitted. Applications for registration can be obtained in Student Services. Student drivers must also take part in the School Town of Munster random drug screening program. (See Munster Pledge) A numbered parking space will be issued along with the corresponding parking tag for the North, South, Northwest and Community Pool lots. All student cars parked on school property must have a current numbered Munster High School parking tag displayed, and the vehicle should be parked in the assigned parking space and lot. Students may park in student parking areas only. Faculty and Staff parking is reserved to the east, west, and cafeteria lots and thus off limits to students. Those students who have not registered may drive to school in an emergency. Such driving should be cleared with Student Services before the day of driving whenever possible. At that time a record of the vehicle will be made and an emergency parking location designated. Non-registered vehicles will be cited and disciplinary action taken. Once a vehicle is parked in the morning, it is not to be visited or moved until the end of the student's day without permission from the administration. This applies, but is not limited to, passing periods and lunch. Parking on school grounds is a privilege. Those who violate the rules and regulations are subject to detentions, suspensions and withdrawal of privileges. Parking in areas not designated for students may also result in a parking ticket being issued from the Munster Police Department and/or towing of the vehicle.

### **Rules and Regulations for Munster High School Students with a School Parking Permit**

1. All automobiles parked on the school grounds must be registered with the school; must display the current permit on the rearview mirror; and must be parked in the assigned parking space.
2. Student parking is strictly limited to the north, northwest, south, and community pool lot. FACULTY & STAFF PARKING is reserved to the east, west, and cafeteria lots and thus OFF LIMITS TO STUDENTS.
3. Students are not permitted to drive during lunch hours.
4. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
5. There is to be no loitering in the parking lot. Visitation of vehicles occurs with permission from the administration only.
6. There will be no speeding or any form of reckless driving allowed on the school grounds.
7. Student vehicles may be subject to search if there is a reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband in violation of school rules might be present in a vehicle.



## **ELECTRONIC DEVICES**

Electronic devices (including but not limited to: cellular phones, electronic games, MP3, IPOD, PSP, etc.) not conducive to the school setting are not permitted to be used anywhere in the school during the regular school day. Failure to follow this policy will lead to the device being impounded by the school administration, parents will be notified, and the student may be suspended. Laptops, PDA's eReaders, iwatches, earbuds, and handheld computers may only be used with the express permission of the classroom teacher. Students must ask permission to record any activity within or outside the building. Failure to do so may result in disciplinary action. Filming or audio recording of staff members or students without explicit permission is subject to discipline. Students are not allowed to wear earbuds, headphones, or earpods in the building without explicit permission from a classroom teacher for a class activity. Students may not bring their personal computers to school.

Electronic device violations that occur during state testing or College Board testing may result in additional disciplinary consequences.

**Cellular phones** of any type must be turned off and secured out of sight from first hour to the conclusion of the school day. Students who have their cell phones impounded give the school administration consent to access voicemails, text messages, call logs, picture galleries, memory cards, etc. when there is a reason to believe they contain evidence of a school-rule or law violation.

Consequences for having an electronic device impounded include the following:

- 1<sup>st</sup> offense — Detention and device kept until end of the day
- 2<sup>nd</sup> offense — Extended detention and device kept until end of the day
- 3<sup>rd</sup> offense — ISS and device kept until end of the day
- 4<sup>th</sup> offense — OSS and device kept until end of the day

## **EXTORTION OR THREAT OF EXTORTION**

Any student who threatens or intimidates any student for the purpose of, or with the intent of, obtaining money or anything of value from another student shall be suspended, may be referred to local police authorities, and/or recommended for expulsion.

## **FALSE ALARM**

A student apprehended for making a bomb threat, intentionally activating a device that triggers the alarm, such as a smoke bomb, or for tampering with a fire alarm or any other alarm system that might endanger the safety of the occupants of a school building, property, or responding emergency equipment, shall be suspended, may be recommended for expulsion, and reported to the local police authorities.

## **FIGHTING**

Students who intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person may be suspended for 5 days or suspended for 10 days and recommended for expulsion.

## **FOOD COURT**

Students are expected to keep the Food Court clean. This includes returning trays, dishes, and eating utensils to the tray return track. Students who continually refuse to clean up after themselves are subject to disciplinary action, which may include clean-up detail in the Food Court during their lunch hour, or after school. Munster High School participates in the Munster recycling program, and the proper disposal of paper and other litter in proper receptacles should be followed. Food may not be removed from the Food Court or placed on furniture, walls, or other people.

## **FORGERY**

Forgery of parent or staff signatures by students may be grounds for suspension.

## **GAMBLING**

Students at Munster High School are not permitted to participate in games of chance, which involve the taking of other students' money or belongings. Cards, dice, and other items, which can be used for the purpose of gambling, are not permitted at Munster High School. Games such as flipping, matching, or pitching coins will also not be permitted. Participation in "pools" is not permitted. In instances where gambling among students is found to be occurring, materials that students are using for this purpose, such as cards and dice, will be impounded by school administrators, parents will be notified, and the students may be suspended.



## HALLWAYS

1. Students are not to litter the hallways.
2. Students should not carry food or drink purchases from the Food Court into the hallways or Commons.
3. Students should not run in halls.
4. Students, including all teacher and office aides, are not to be in hallways during class periods without a valid hall pass.
5. Students are to clear the hallways during lunch periods by the end of the passing periods.
6. Students should not congregate as to obstruct students from moving from class to class.
7. Passing periods should be used to move from class to class.

## HARASSMENT/BULLYING

It is the policy of the School Town of Munster to maintain a learning and working environment that is free from harassment based on age, race, color, religion, handicapping conditions or national origin. Students who harass and/or bully other students, with the intent to harass, ridicule, humiliate, or harm the other student or staff may be subject to suspension and/or expulsion.

(a) Bullying is prohibited by schools within the School Town of Munster. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

(b) Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

- 1) places the targeted student in reasonable fear of harm to his or her 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, or privileges provided by the school.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:

- participating in a religious event;
- acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
- participating in an activity consisting of the exercise of a student's freedom of speech rights;
- participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
- participating in an activity undertaken at the prior written direction of the student's parent; or
- engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

(c) Applicability: The School Town of Munster prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the school district and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Munster High School prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

(d) Education: Munster High School will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 9 through 12, as well as staff, in accordance with Indiana law.

(e) Reporting: Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate staff member such as a teacher, school counselor, or administrator (including the school district lead administrator). All staff, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If a staff member does not know who to make a report to, he or she should report directly to the building principal or school district lead administrator. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when a staff member believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The School Town of Munster will act appropriately to discipline staff members, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident and for persons who falsely report an incident of bullying. The school district will act appropriately to discipline students, staff members, visitors, or volunteers who make false reports of bullying.





(f) Investigation: Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within five (5) school day of the report to the designated school administrator and will ordinarily be completed within fifteen (15) school days.

(g) Intervention/Responses: If a report of suspected bullying is substantiated through an investigation, then the school district shall take appropriate intervention and responses as consistent with policy and procedure. Munster High School will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to suspension and expulsion. Also, if the acts of bullying rise to the level of serious criminal offense, the matter may be referred to law enforcement. Munster High School shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

(h) Parental Involvement: Parents are encouraged to be involved in the process of minimizing bullying. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parent notifications will occur in an expedited manner within two (2) school days after the designated school administrator receives the report of suspected bullying. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and school district policy.

(i) Reporting to IDOE: Each school within the school district will record and report to the district lead administrator or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination of two or more of the above categories). The corporation lead administrator or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

*IC 5-2-10.1-12, IC 20-20-8-8, IC 20-26-5-34.2, IC 20-30-5-5.5, IC 20-33-8-0.2, IC 20-33-8-13.5, IC 20-34-6-1*

## **INSUBORDINATION**

Failure to comply with directions of teachers or other school personnel is grounds for suspension and/or expulsion.

## **INTIMIDATION**

Use of violence, force, noise, coercion, threat, intimidation, bullying, fear, passive resistance, or other comparable conduct toward a student or staff member may result in suspension and/or expulsion.

## **LOCKERS**

A locker with a combination lock is assigned to each student at the beginning of the year. It is the responsibility of the student to keep the locker locked and in good order. The lockers are the property of Munster High School and are subject to inspection by authorized school personnel. The school is not responsible for lost or stolen items. Private property (such as clothing, athletic equipment, and musical instruments) is not insured under school policies. Students are to use only their assigned locker. Students are not allowed to share lockers. Broken or defective locks should be reported to Student Services immediately. The student assigned to a locker is responsible for any damages incurred to that locker and for anything found within it.

## **PLAGIARISM/ACADEMIC DISHONESTY**

Cheating, plagiarism, or academic dishonesty of any kind with respect to any assigned work, paper, or examination may be grounds for suspension.

Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, wrongfully obtaining a copy of test or scoring devices, copying another student's answers during the test, providing another student with answers to or copies of test questions, having another person impersonate you or impersonating another student for academic assistance, duplicating any portion of another student's homework, assignment, project or test, having someone else complete any portion of your homework, assignment, project or test, and using or having available notes, electronic devices, or other unpermitted materials during a "closed book" tests.

Plagiarism refers to intentionally copying from another student, or enabling someone else to do so; or using someone else's (classmate or



published author) words without using quotation marks. Examples of plagiarism include, using a paper that was previously turned in by you for a similar assignment, using a paper turned in by another student for a similar assignment, cutting and pasting passages or portions of papers from those off the internet or previously used papers without proper citation, and copying a passage someone else's ideas, opinion, or theory without giving proper citations.

Students who plagiarize an assignment or cheat on a test will receive a zero for that activity. A teacher may allow a student to make up an assignment for a first offense. A second offense could result in the student getting an "F" for the nine weeks grading period, and a third offense will result in a failing grade for the semester. Any offense of this nature, which disrupts the educational process, will also result in a student suspension for up to five days.

## **POSSESSION OR USE OF A WEAPON**

In accordance with Indiana Code 20-33-8-16, a student who is identified as bringing a firearm on school property must 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 one (1) year period. According to IC 35-47-1-5, "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." A student who is identified as bringing a deadly weapon on school property may be expelled for a period of not more than one (1) calendar year. "Deadly weapon" (I.C.35-41-1-8) is defined as electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; (2) an animal that is readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

## **PROVOCATION**

Students who encourage fighting, violence, threaten violence, or use fighting language will be disciplined based on the level of provocation.

## **SIGNS AND POSTERS**

Bulletin boards and tack strips are located throughout the building. The Student Services Administrators must approve all posters and signs that are to be displayed in the high school building. Posters or announcements must not be placed on glass, doors, or painted surfaces. Posters should be placed as neatly and attractively as possible. Each activity will be allowed a maximum of 10 posters throughout the building. All publicity, announcements, and posters should be taken down as soon as possible after they become out of date. Posters should reflect good taste and judgment. Students and student organizations should use bulletin boards provided for their use throughout the building. Thumbtacks, staples, and pushpins may be used on these bulletin boards.

## **SMOKING/VAPING**

Students are not permitted to smoke, use, possess, sell, or transmit any tobacco products or tobacco substitutes (E-Cigs, juuls, nicotine gum, Hookah smoking products) or products that are capable of supplying an inhalable dose of nicotine at school. This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel. [For definitions of tobacco products](#), see I.C. 35-46-1-1.3 & I.C. 35-46-1-1.5.

1st Offense: Two Days of ISS and parents contacted.

2nd Offense: Three-day suspension or attendance at a smoking cessation clinic and/or medical intervention.

3rd and Subsequent Offenses: Five-day suspension and/or expulsion.

In addition, for every tobacco offense, students will be subject to the following: A person less than 18 years old commits a Class C Infraction if they purchase, accept or possess tobacco. The fine is up to \$500. (This law does not apply to those who must handle tobacco in the course of their responsibilities on the job, an exception that should not apply on school grounds).

## **TECHNOLOGY**

The School Town of Munster laptop initiative has become an outstanding resource for students to use that enhances students' understanding of concepts and content. It is necessary that actions be taken to safeguard school computers and other technological tools from various kinds of abuse.

Physically damaging technological equipment, tampering with essential command files, creating computer viruses, inappropriately using the Internet, e-Mail, Voice Mail and other behaviors that constitute attempts to destroy, abuse, distort, or misuse technological equipment will result in disciplinary action. Filming or audio recording of staff members or students without explicit permission is subject to discipline.

Students who engage in repeated misuse of technological equipment may face suspension and/or recommendation for expulsion. Students who repeatedly misuse technological equipment, including laptops, will be issued fines and could be referred to local police authorities. For





additional clarification refer to the district's 1:1 Laptop Agreement and Acceptable Use Policy.

## **THEFT/VANDALISM**

Students causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property will be suspended and/or recommended for expulsion. Restitution will be required. Students intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property will be suspended and/or recommended for expulsion. Restitution will be required.

## **TRESPASSING**

Students who are in a school building or on school grounds when not normally occupied by students or staff will be considered trespassing and subject to disciplinary action. This includes being in or on an unoccupied part of the building when another part is in use.

## **UNAUTHORIZED ORGANIZATIONS/GANGS**

The School Town of Munster prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The School Town of Munster prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Gangs, cults, secret societies, and other unauthorized organizations are harmful to the educational process and threaten the safety of students of the School Town of Munster. Any activity related to a gang or unauthorized organization is strictly prohibited. Related activities include, but are not limited to, verbal and nonverbal communication (gestures, handshakes, earrings, etc.); the wearing of symbols, emblems, colors, clothing or other adornment representing a gang or unauthorized organization; engaging in any activity intended to promote a gang or unauthorized organization including, but not limited to, distributing literature, drawing or displaying unauthorized symbols on any surface, or teaching others to "represent" or act like a member of a gang or unauthorized organization; and any effort to recruit for or further the interest of a gang or to intimidate any other student on behalf of a gang or unauthorized organization. Students who engage in such activity shall be suspended and may be recommended for expulsion and referred to the local police authorities.

### **Definitions**

- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
  - 1. either:
    - a. promotes, sponsors, assists in, or
    - b. participates in, or
  - 2. Requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
- B. "Criminal gang activity," as used in this policy, means to:
  - 1. actively participate in a criminal gang;
  - 2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
  - 4. threaten another person because the other person:
    - a. refuses to join a criminal gang;
    - b. has withdrawn from a criminal gang; or
    - c. Wishes to withdraw from a criminal gang when engaged in by a student who attends a Corporation school.

### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this is immune from any civil or criminal liability for damages arising from his/her actions.

The principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation within two (2) instructional days of the report of the alleged incident. The principal may appoint additional staff and may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings



prepared by the principal or designee as soon as possible but no later than five (5) instructional days of completing the investigation.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines.

As appropriate, the principal may provide intervention and/or relevant support services and enlist parent cooperation and involvement or take other appropriate action. The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Support Services may include one or more of the following:

1. Gang Awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided upon completion of the investigation and issuance of written findings by the principal or designee.

The principal shall submit the report to the Superintendent within ten (10) instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on a regular basis during its scheduled Board meetings or work sessions.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials. Regardless of the response, local law enforcement will be notified of all alleged gang activity.

#### **Annual Reporting of Investigations to the State**

Each school principal or designee shall record the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement (disaggregated by race, ethnicity, age, and gender) and report this information to the Superintendent before the end of each school year.

The Superintendent shall submit a written report to the Indiana Department of Education, on forms developed by the Department, before June 2 of each year outlining the activities undertaken as part of the Corporation's compliance with I.C. 20-26-18. This report shall include the number of investigations of criminal gang activity disposed of internally and the number of cases referred to local law enforcement for the entire Corporation in the past year, disaggregated by race, ethnicity, age, and gender.

#### **Criminal Gang Prevention and Intervention Services and Programs for Students that Maximize Community Participation and the Use of Federal Funding**

The Superintendent may seek Federal funding to implement criminal gang prevention and intervention services and programs, including the following:

- A. Training for staff and teachers on criminal gang prevention and intervention resources on a periodic basis.
- B. Coordination of resources and funding opportunities to support gang prevention/intervention activities.
- C. Integration of available School Resource Officer Programs.



## **UNAUTHORIZED AREA**

Students who enter an area without direct permission or enter areas that are closed/off-limit will be subject to discipline. These areas include but are not limited to, cars during the school day, storage areas, and restrooms. Students are expected to use the nearest open restroom and only 1 person is allowed to occupy each bathroom stall.

## **VULGAR/OBSCENE LANGUAGE**

The use of oral or written language, visual depictions and/or gestures, that are vulgar and/or obscene, will not be permitted and may result in student suspension. Students possessing any form of lewd, profane, or indecent material may also be suspended. These materials include but are not limited to magazines, pictures, and digital/web-based content. In a digital world, students need to be mindful of what they access using school equipment and their personal electronic devices. Vulgar or obscene remarks or gestures directed by students toward staff members in the form of name-calling or personal insults will result in suspension and/or expulsion.

# **DISCIPLINARY ACTIONS**

## **DETENTION**

Detention is a disciplinary option assigned to students who have committed rule infractions described in the handbook. Failure to serve an assigned detention within one (1) week will result in an Extended detention. Repeated violations carry increased penalties. At the discretion of the administration, some detention periods will be designated as work periods.

## **EXTENDED DETENTION**

Extended Detention is a disciplinary option for some violations that permits students to avoid loss of classroom time. It is assigned to students who have committed rule infractions described in the handbook. Students who fail to serve an Extended Detention will receive further disciplinary action that may include ISS or external suspension.

## **IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) is a disciplinary option that permits students to avoid external suspension for some violations. ISS is an option, not an automatic right, and it will be withdrawn through a student's failure to follow regulations governing the session. Students may be suspended for unacceptable behavior while in ISS. The maximum number of times a student will be assigned to ISS is three (3) per school year. Beyond that number the student will receive external suspension.

## **SUSPENSION DIVERSION**

Suspension Diversion is a disciplinary consequence that aims to keep students in school in lieu of out of school suspension. It may be offered at administrative discretion for less serious offenses. It can be offered once and only once to a student during a respective school year. Instead of serving an out of school suspension, a student will be assigned either Teen Court or five (5) hours of community service to be completed through the Munster Police Department. Teen Court is a community-based program at the Crisis Center Inc. that provides an alternative to traditional discipline where students agree to be tried by their peers and agree to serve on the Teen Court jury. If community service is offered, the student is responsible for contacting the police, and the police will inform the school if the community service was completed. If a student is offered Suspension Diversion and fails to attend Teen Court or the community service session, or causes any type of disturbance while performing community service, then he/she will have to serve an out of school suspension. A student may refuse Suspension Diversion and instead be suspended out of school.

## **SUSPENSION**

Students may be suspended from school for violating rules and regulations listed in sections B and C of the RULES AND STANDARDS OF STUDENT CONDUCT. Students suspended from school are excluded from the building and all school activities commencing at the time the student is notified of his/her suspension verbally or in writing until the time at which the student is allowed to return to classes. Suspended students found on school property during school hours, at any school activity, or riding a school bus are regarded as trespassers and will be treated accordingly. Students who are suspended from school can make up any examination or submit any projects that were due during the term of the suspension upon their return to school. Guidelines for make-up work when exams or assignments are due following a suspension may be found in the corresponding section in the student handbook. Students less than eighteen years old who are suspended from school for the second time during the school year are prohibited from being issued a driver's license or permit from the Indiana Bureau of Motor Vehicles. If the student has already been issued a driver's license or permit, it will be invalidated by the Bureau of Motor Vehicles upon receiving a second suspension or any expulsion from school. The maximum number of times a student will be suspended from school is four (4) per school year. Beyond that number the student will be recommended for expulsion.



## EXPULSION

No student expulsion will be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. See Section V from the RULES AND STANDARDS listed below for further information regarding expulsions.

## RULES AND STANDARDS CONCERNING THE CODE OF CONDUCT FOR THE STUDENTS OF THE SCHOOL TOWN OF MUNSTER

PREAMBLE: The rules and standards of conduct set forth here are considered by the School Town of Munster to be reasonably necessary to (1) carry out any educational function or school purposes; (2) prevent any interference with the carrying out of any educational function or school purposes; and (3) assure an orderly and efficient educational system for all students.

The rules and standards adopted by the Board of School Trustees shall be applicable to each and every student enrolled in the School Town of Munster.

The Board of School Trustees reserves the right to alter or amend these rules and standards from time to time provided, however, no rule or standard (except those concerning the movement of students, motor vehicles, daily instruction, operation and schedule of classes or other standards relating to the manner in which an educational function is carried out) shall be applicable to any student until a written copy thereof is made available or delivered to the student or his parent, or is otherwise given general publicity within all of the school buildings.

Indiana Code Section 20-33-8-0.2 through 20-33-8-34, including the definitions contained therein, have been made a part of this document by Resolution of the Board of School Trustees. The Indiana Code definitions specifically include, but are not limited to, the definitions of School Purposes (I.C. 20-33-8-4), Educational Function (I.C. 20-33-8-2), Expulsion (I.C. 20-33-8-3), and Suspension (I.C. 20-33-8-17). A full and complete copy of the Indiana Code is available for inspection at the Superintendent's office during regular business hours.

### **I. STUDENT DISCIPLINE**

- A. Each teacher and any of the other school personnel (including, but not limited to, student teachers, bus drivers, teacher's aides, and secretaries) shall, when students are under the individual's charge, have the right to take any action which is then reasonably necessary to carry out, or to prevent an interference with the educational function that he individual supervises. Teachers and other school personnel may not suspend or remove a student from school or from any educational function within the supervision of a teacher or any of the other school personnel for a period that does not exceed five school days unless the removal is treated as a suspension.
- B. The superintendent, principal, administrative personnel and teachers are authorized to take any action in connection with the student behavior, which is reasonably necessary to ensure a safe, orderly, and effective educational environment. Such action may include, but is not limited to:
  1. Counseling with a student or group of students
  2. Conferences with a parent or group of parents
  3. Assigning students additional work
  4. Rearranging class schedules
  5. Requiring a student to remain in school after regular hours to do additional work or for counseling
  6. Removing a student from athletic activities, non-credit school activities, or school-provided transportation
  7. Restricting extra-curricular activities of a student

### **II. SUSPENSION**

- A. Any student who violates any one or more of the following rules and standards of behavior may be suspended for a period of no more than ten (10) school days:
  1. Failing to attend school for one or more designated periods during any school day for any reason other than illness or death in the immediate family without the express permission of the school administration
  2. Leaving school property for any reason during any school day without the express permission of the school administration
  3. Being late to the assigned school buildings or classroom
  4. Smoking or possessing tobacco
  5. Possessing, using or transmitting any substance which looks like (i.e., the so-called look-alike drugs) any form of marijuana, any stimulant, any intoxicant, any narcotic, any depressant, or any hallucinogenic drug (Use of medication by a student prescribed by a medical doctor, a dentist, other health care provider authorized by law to prescribe medication for that student shall not constitute violation of rules. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate these rules should consult the building principal or assistant principal before possessing, using or providing the medication or substance.)
  6. Possessing or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of controlled substances. Examples of these drug-related paraphernalia which are not to be possessed or provided to another person are:
    - a. Pipes



- b. Clips
  - c. Rolling papers
  - d. Needles
  - e. Syringes, etc.
  - f. Juuls or similar vaping device
- 7. Tampering with or misusing the firefighting equipment and fire alarm system of the School Corporation
- 8. Parking a vehicle on school property during any school day without the express permission of the school administration
- 9. Using cards, dice or other instrument for the purpose of gambling and/or gambling
- 10. Lack of personal cleanliness
- 11. Wearing articles of clothing that are distracting, unclean, cause maintenance problems, or are inappropriate for school activity
- 12. Wearing clothing and/or hair styles that could cause bodily injury in such activities as shop, lab work, physical education, and art
- 13. Failing to wear shoes, sandals, boots, or appropriate footwear in the school building
- 14. Using the school facilities or the school grounds for advertising or promoting any interest of any group, person, firm, corporation, agency, organization, or cause without the prior written consent of the school administration
- 15. Cheating, plagiarism, or dishonesty of any kind with respect to any assigned work, paper, or examination
- 16. Fighting
- 17. Participating in conduct constituting grounds for expulsion or suspension as set forth in paragraph C below
- 18. Violating any other rule or standard of behavior adopted by the School Board
- B. The grounds for suspension in Section A apply when a student is:
  - 1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - 2. Off school grounds at a school activity, function, or event, or;
  - 3. Traveling to or from school or a school activity, function, or event.
- C. In addition to the grounds for suspension, a student may be suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order and protect persons on school property including any unlawful activity during weekends, holidays, other school breaks and the summer period where the student may not be attending school classes or other school classes.

### **III. SUSPENSION PROCEDURES**

- A. A suspension may be imposed upon a student only after the principal or designee has made an investigation of the alleged misconduct and a determination has been made that the suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, a student may be suspended by a hearing examiner until the date of the expulsion hearing if the hearing examiner determines that such suspension is necessary.
- B. Suspension may not be made without first affording the student an opportunity for a meeting at which time the student will be given a written or oral statement of the charges against him or her, a summary of the evidence against the student if he or she denies the charges, and an opportunity for the student to explain his or her conduct.
- C. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal hearing shall follow as soon as reasonably possible after the suspension.
- D. Following such suspension, the principal shall send a written statement to the student's parent describing the student's conduct, misconduct or violation and the reasons for the action taken. The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school. Failure of the parent to participate in a conference with the principal will not justify extending the period of the student's suspension.

### **IV. EXPULSION**

- A. The superintendent may (a) separate a student from school attendance for a period of more than ten (10) days; (b) separate a student from school attendance in accordance with Paragraph d, below, unless a student is permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year; or (c) impose some other type of penalty upon the student which automatically prevents him from completing within the normal time his overall course of study in any school if the student violates any one or more of the following rules and standards of behavior:
  - 1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct, constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited by this subsection: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fire to or substantially damaging any school building or property or attempting to set fire or cause damage to any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose. This includes the use of attempted use of pipe bombs, Molotov cocktails, or other explosive or incendiary devices; (5) prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property or at a school-related activity, including the making of a false report of a bomb, fire or uncommon disease-producing organism, as well as triggering a false alarm or delivering or sending an actual or look-alike uncommon disease-producing substance to any school property, vehicle, or activity; (6) continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision. This subsection shall not, however, be construed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the





- United States; and (7) through any means of communication, including gestures, symbols, or signals, placing any student, teacher, employee or other person in fear of harm to one's self, a family member, or personal property. This includes such conduct as threatening to get the person, creating a hit list of persons who are to be put in fear of harm, or warning the person that a family member could get hurt or one's car or other property damaged.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, or repeatedly damaging or stealing school property.
  3. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
  4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
  5. Threatening or intimidating any person for any purpose including obtaining money or anything of value from such student.
  6. Knowingly possessing, handling or transmitting a knife or any object that can reasonably be considered a weapon, provided, however, that a student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt from the application of this Subparagraph f. so long as the knife is used as part of or in accordance with the approved organized activity.
  7. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually and must include the following information.
    - a. Physician's statement that the student has an acute or chronic disease of medical condition for which medication has been prescribed.
    - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - c. The student has been instructed in how to self-administer the prescribed medication.
    - d. The student is authorized to possess and self-administer the prescribed medication.
  8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
  9. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
  10. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    1. Engaging in sexual behavior on school property;
    2. Disobedience of administrative authority
    3. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
    4. Failing to tell the truth about any matter under investigation by school personnel.
  11. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when he is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  12. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes or an educational function.
  13. Violating or repeatedly violating any of the rules and standards of behavior adopted by the School Board.
  14. Possessing a firearm or bomb.
    - a. No student shall possess, handle or transmit any firearm or bomb on school property.
    - b. The following devices are considered to be a firearm under this rule:
      - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
      - ii. The frame or receiver of any weapon described above
      - iii. Any firearm muffler or firearm silencer
      - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge, mine, or similar device.
      - v. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.
      - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
      - vii. An antique firearm
      - viii. A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- 1) For purposes of this rule, a bomb is any explosive or incendiary device designed to release destructive materials or force or dangerous gases that is detonated by impact, proximity to an object, a timing mechanism, a chemical reaction, ignition, or other predetermined means. See, I.C. 35-47.5-2-4 (b) for exception to this general definition.
  - 2) The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
  - 3) The superintendent shall notify the appropriate law enforcement agency when a student is expelled under this



- rule.
15. Possessing a deadly weapon
    - a. No student shall possess, handle or transmit any deadly weapon on school property.
    - b. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
      - i. A weapon, Taser or electronic stun weapon, equipment, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
      - ii. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
        - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
        - b. The superintendent shall notify the appropriate local law enforcement agency when a student is expelled under this rule.
  16. A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled. This rule does not apply to transfer tuition students.
  17. The grounds for expulsion in Section IV.A apply when a student is:
    - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
    - b. Off school grounds at a school activity, function, or event, or;
    - c. Traveling to or from school or a school activity, function, or event.
  - B. A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

## **V. EXPULSION PROCEDURES**

- A. When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:
  1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
    - a. Legal counsel
    - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
  2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. A student or a student's parent who fails to request and appear at an expulsion meeting after receipt of notice of the right to appear at an expulsion meeting forfeits all rights administratively to contest and appeal the expulsion period.
  3. The notice of the right to an expulsion meeting will be in writing, delivered by a certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
  4. At the expulsion meeting, the principal (or designee), will present evidence to support charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
  5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.
- B. The Board of School Trustees of School Town Munster has voted not to hear appeals from expulsion decisions pursuant to IC 20-33-8-19 (f). Therefore, a student or parent may appeal an expulsion decision only to the Circuit of Superior Court in the county in which the student resides and the appeal is limited to the issue of whether the governing body acted without following the procedures required under IC 20-33-8-19.

## **VI. PERIOD OR TERM OF EXPULSION**

- A. No expulsion of a student shall be for a longer period than the remainder of the school year in which it took effect if the misconduct occurs during the first semester; however, whenever the expulsion takes place during the second semester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the Board of School Trustees. The Superintendent may require that a student, who is at least sixteen (16) years of age and who wishes to re-enroll after an expulsion, attend an alternative program.
- B. Any expulsion taking effect more than three (3) weeks prior to the beginning of the second semester of any school year must be reviewed prior to the beginning of the second semester. The review shall be conducted by the hearing examiner after he or she has given notice of the review to the student and the student's parents. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the second semester.
- C. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner has given notice of the review to the student and to the student's parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing examiner that the student be reinstated for the upcoming school year.





## INTERROGATION AND SEARCHES

### STUDENT LOCKERS

School lockers are the property of the School Town of Munster and are made available for the use of students. The student, upon use of said lockers, accepts the use of the lockers under the following conditions:

1. A student must use only the assigned locker.
2. A student can use the assigned locker only for storing school supplies, books, clothing, and personal items necessary for use at school, and cannot use a locker for items, that school rules prohibit upon school property.
3. If any student violates the above provisions of the school locker policy, the student's use of his or her assigned locker is immediately terminated and the student must remove all possessions from the locker upon being given notice by the School Town.
4. The School Town has the right to enter and to inspect and to search any locker and its contents at any time by a Principal or other member of the administrative staff designated in writing by the Principal. Other than a general search and inspection of lockers of all students, any search and inspection conducted shall be, when possible, conducted in the presence of the student who's assigned locker is the subject of the search and inspection. In the absence of the student, the Principal or designee will assign a second person to be present during the search and inspection of the locker. A law enforcement agency having jurisdiction over the geographic area of the School Town may, at the request of the Principal or designate, assist the school administrators in searching and inspecting a locker and its contents.

### STUDENT SEARCH

When there is reason to believe that illegal and/or prohibited items in violation of school rules and policies are on a student's person, the Principal, Assistant Principal or the Principal's designee are authorized to conduct a search of the student's outer clothing for the purpose of removing such items.

For a search beyond the outer clothing, the Principal, Assistant Principal or Principal's designee may conduct such a search provided the following conditions exist:

1. The searching party or designee has received reliable information from an individual that he or she had actually seen narcotics, illegal and/or prohibited items recently in the possession of the student to be searched, or
2. The party or designee conducting the search has personally observed illegal and/or prohibited items in the possession of the student, or
3. The person or designee conducting the search has information that the student admitted possession of the illegal and/or prohibited items and gave its location.

During the above search, the Principal and/or assistant and/or designee will be present along with one other adult employee of the school. All will be of the same sex as the student being searched, and such search will be conducted in an appropriate and private area. The removal of a student's underwear during the search is prohibited.

### INTERROGATION OF A STUDENT BY LAW ENFORCEMENT PERSONNEL

Interrogation by law enforcement personnel should be done at the student's residence or police station and not on school property. The following exceptions may apply:

1. An incident involving a violation of a school rule or policy where a law enforcement officer has been requested to investigate it.
2. An incident where a law enforcement officer has probable cause to believe that a student has committed a delinquent act that could seriously impair or seriously endanger the well-being of other students.
3. Interrogation taken under an order of Court.

### CUSTODY OF A STUDENT BY LAW ENFORCEMENT PERSONNEL

Law enforcement personnel may take custody of a student on school property or during school supervised activities under the following circumstances:

1. By a Court order, or
2. When the law enforcement officer has probable cause to believe the student has committed a delinquent act, or



3. When the law enforcement officer, a probate officer, or caseworker acting with probable cause believes the student will be seriously impaired or could seriously endanger others if immediate family services are not provided and there is not an opportunity to obtain a Court order.

## **PART III GUIDANCE AND COUNSELING**

The Guidance and Counseling Department provides services specifically organized to aid pupils as they matriculate through Munster High School. Students will work with their counselors to transition from the middle school setting to the high school setting. The department wants students to develop personal skills and coping strategies, academic awareness, and educational plans for the high school and beyond.

### **ADDING AND DROPPING CLASSES**

On the first day of school, students must follow the schedule received during registration. An all-call will go out to families encouraging them to check their students' schedules via Power School. If a student wishes to change a class, the student must complete a Guidance Appointment Request Form located in the Guidance Office. If the request is appropriate, the counselor will schedule an appointment and the student will be notified. The student must acquire a parent signature on a Schedule Change Request Form for any change to required classes. Schedule change requests are handled on an individual basis, and a course can only be added if the change doesn't cause overcrowding. **Classes may be added only during the first four (4) school days of the semester. Students withdrawing from a class, with parent approval, after the seventh week (7<sup>th</sup>) of a semester will receive an automatic WF (Withdrawal Failure) in the class.** The WF is recorded as the semester grade on the student's transcript and is figured into the grade point average. **Schedule changes are not permitted to accommodate teacher or lunch requests. Students may not request to have a specific class at a particular time. All students will have a lunch in their schedules. Drops from honors placement to the general education setting will take place at the end of a quarter or semester.**

### **AREA CAREER CENTER of Hammond**

Students who wish to pursue vocational interests may opt to enroll in specific courses at the Area Career Center in Hammond. These courses are only offered to 11<sup>th</sup> and 12<sup>th</sup> grade students. Transportation will be provided daily to and from the ACC. Bus pick up will be in the south lot of Munster High School each day. Bus pick up time is 11:20 each day. ACC students should attend ACC classes even when MHS is not in session. Students may drive their own vehicles to Internships and to the ACC with a signed parent permission slip on file.

### **CAREER COUNSELING AND INFORMATION**

Students interested in learning more about potential careers will have the opportunity to take a career interest inventory. Occupational information is available in the Guidance Office for the students' use. Students may check out materials for use after school hours. Computerized search materials are also available.

Counselors show students how to use the Indiana Career Information System, or INCIS. This allows students to complete an interest inventory and to browse colleges and professions. The website is <https://incis.intocareers.org>. Students are also encouraged to use Big Future through the College Board at <https://bigfuture.collegeboard.org> to examine colleges.

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| ★ Grade 9  | Students will create an INCIS profile & complete a career interest inventory.  |
| ★ Grade 10 | Students will complete a career interest inventory and connect with a specific career choice.  |
| ★ Grade 11 | Students will match their career interests with colleges and majors & examine admission criteria.  |
| ★ Grade 12 | Students will use INCIS during senior meetings to refer to college choices and admission criteria. INCIS will also be used to help students who are undecided on college/career paths. |

Families are welcome to review INCIS by using the following username and password: **MunsterHighSchool/MunsterHighSchool01**

### **COMMENCEMENT**

To participate in commencement exercises, students must be within two credits of meeting required graduation requirements. All Employability Requirements (Box 2) and Post-Secondary Readiness Requirements (Box 3) must be completed by May 1<sup>st</sup>. Students can appeal exclusion from Commencement with a formal letter written to the principal.



## CREDIT TOWARD GRADUATION

Students at Munster High School must earn 40 to 47 credits to graduate depending on the type of diploma being pursued. A student earns one credit per semester for each class passed. Credits and grades are not issued for student assistant or study halls. **Courses required for graduation from Munster High School should be taken at Munster High School.** Any courses taken during high school at another institution for credit toward graduation must be approved in advance by the high school administration. Only classes of comparable rigor will be approved. Often, outside classes are enrichment opportunities for students. The sponsoring institution must award credit, and an official transcript must be provided to Munster High School. Students who are repeating a class due to failure or in order to meet other criteria should be aware that BOTH grades remain on the transcript. Credit for a class may be given only one time; however, both grades are computed into a student's cumulative GPA. Munster High School will not pay for classes completed through another institution.

## EARLY GRADUATION

In accordance with IC 21-12-10, students may graduate in junior/senior semesters providing that they are attempting to graduate with a CORE 40 Diploma, a CORE 40 with Academic Honors Diploma, or a CORE 40 with Technical Honors Diploma. Per the Department of Education, students are not allowed to graduate with a waiver or on a General Diploma. Students who want to graduate in six/seven semesters must declare their intentions to their counselors in writing by May 1<sup>st</sup> before the end of their sophomore/junior year. Students must complete all of their Graduation Pathways Requirements in order to graduate early.

## INDIANA ASSESSMENTS for GRADUATION: REQUIREMENTS

In order to graduate from Munster High School with a diploma, students must complete all graduation requirements and pass the necessary state-mandated assessments.

Class of 2023	Must complete Graduation Pathways Diploma requirements and beyond Must participate in I-LEARN Biology
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Additional information can be found at <https://www.in.gov/doe/students/graduation-pathways/>.

## HONOR ROLL

An honor roll is published at the end of each semester. Students earning a semester GPA of 3.0 or better will be on the 3.0 honor roll. Students earning a semester GPA of 4.0 or higher will be on the 4.0 honor roll.

## HONORS PROGRAM

Please see the High Ability Handbook posted on the District website under ACADEMICS – INSTRUCTIONAL PROGRAMS – HIGH ABILITY.

## PARENT CONFERENCES

PARENTS SHOULD CONTACT THEIR CHILD’S TEACHER TO DISCUSS CONCERNS PRIOR TO REQUESTING A CONFERENCE WITH A COUNSELOR OR ADMINISTRATOR.

Conferences may include teacher(s), counselor, parent(s), the student and an administrator. Whenever possible, these conferences are scheduled on school time.

### Student Conferences

A student may request a conference to discuss his personal or academic problems with his teachers, counselors, or principal.

### Parent Conferences

Parent/Teacher conferences are scheduled at the conclusion of the first nine weeks. Any further conference should be scheduled with the teacher.

## POST-HIGH SCHOOL INFORMATION

In an effort for Munster students to receive the most current and up-to-date admission requirements from colleges, universities, and other post-secondary educational institutions, students and families are encouraged to contact these entities electronically. Some catalogs and resources can be obtained from the Guidance Department. Representatives from these institutions and the Armed Services will be available to speak with interested students during lunches throughout the school year.



## POST-SECONDARY CREDIT PLAN

In compliance with Indiana State Board of Education's rule 511 IAC 6-10, Munster High School students may, upon approval by the school corporation, enroll in accredited public or private colleges or universities located either inside or outside of Indiana that grant baccalaureate or associate degrees. If the school corporation has approved a post-secondary course for secondary credit, a student is entitled to high school credit toward graduation requirements for each course the student successfully completes at that post-secondary institution. Students must provide an official transcript to Munster High School upon completion of all post-secondary courses.

### A. Application Procedures for Students in Grades 11 and 12.

1. A student who intends to enroll at an eligible institution under the program for the following academic school year shall notify his or her counselor by submitting a letter of intent and completed application form prior to the semester in which he/she wishes to enroll.
2. The application request will be approved or disapproved by the principal or designee.
3. If a post-secondary course in which a student intends to enroll is not approved for secondary credit, the principal or designee must state, in writing, the reasons for that determination.

### B. Policies and Conditions for accepting Post-secondary Credit for Munster High School credit toward graduation requirements.

1. The post-secondary institution must be an accredited public or private college or university located either inside or outside of Indiana that grants a baccalaureate or associate degree.
2. Students cannot enroll in post-secondary classes for high school credit until authorized to do so by the high school principal or his designee.
3. Each post-secondary credit course must correspond to the approved courses listed by the Indiana State Board of Education rule 511 IAC 6-2-5 (d) and the Course and Curriculum Area Descriptions for Indiana Schools. The principal or designee will evaluate the content of the post-secondary course and determine if it can be approved for secondary credit. A course may not be approved if the course is so unlike any of the approved courses listed in 511 IAC 6-2-5 (d) in terms of content and/or difficulty level that appropriate secondary credit cannot be given.
4. Guidelines for granting high school credit for college credit hours are as follows: ½ high school credit for 1 or 2 college credit hours; 1 high school credit for 3 or 4 college credit hours; or 2 high school credits for 5 college credit hours earned in a course. If the course is approved, the principal will state whether or not a quality point will be awarded to the grade. These will be used in calculating high school grade point average.
5. Failure of a student to complete successfully his/her post-secondary credit course jeopardizes the corresponding high school class. Just as failing a high school class may delay graduation, any failure to complete successfully the post-secondary course may delay graduation from high school.
6. Students may not withdraw from a post-secondary credit course and enroll in the corresponding high school course after the end of the first week in a high school semester.
7. A student may be disapproved for participation in the program if the request is for enrollment in a course offered by Munster High School. Courses required for graduation from Munster High School should be taken at Munster High School.
8. A student may be disapproved for participation in the program if participation would cause a conflict with the student's high school course schedule that would delay the student's progress toward high school graduation.
9. The student and his/her family are responsible for providing transportation and paying the costs of post-secondary credit courses.
10. The student should check with an advisor at the college to determine if the credits to be earned will transfer to other colleges.
11. Students must take a minimum of 5 courses at Munster High School.

## REGISTERING FOR THE NEXT YEAR

All students in grades 9, 10, and 11 will be scheduled for individual conferences with their counselors to choose their courses for the next school year. Counselors visit Wilbur Wright Middle School, St. Thomas More, and St. Paul's Lutheran to meet with interested students. Families are invited to 8<sup>th</sup> Grade Parent Night.

## SCHEDULING APPOINTMENTS WITH a COUNSELOR

Scheduling an appointment with a counselor is the best way to see the counselor at a time most convenient for both the counselor and student. Students should stop by the Guidance Office before or after school or between classes to request an appointment. A pass for the scheduled time will be issued. Leaving a class for a guidance appointment requires the approval of the teacher. Students can also email their counselors and describe their concerns. When contacting a counselor, it is important to explain your concern. This allows counselors to prepare for the meeting.

## STUDENT ASSISTANCE PROGRAM (SAP)

The Munster High School Student Assistance Program (SAP) is a comprehensive program providing students with prevention, intervention, support and instructional services to deal effectively with the life issues of students, including substance abuse, academic or behavior problems, suicide, truancy, dropping out, teen pregnancy, child abuse, or other personal problems. The goal of the program is directed toward improving



the quality of student lives. It is hoped that students will see SAP as a positive factor in promoting and maintaining the health of themselves, their friends, and school community. A student, teacher, administrator or family member can make referral to the SAP Core Team.

## STUDENT RECORDS

The Family Educational rights and Privacy Act passed in 1974 protects the privacy of student records and gives to parents and students 18 and older access to the students' records. Information on the procedures for the above may be obtained from the Guidance Office (836-3209). Cumulative folders for all students include the permanent records of grades earned, test scores, health records, and other pertinent information.

## TRANSCRIPTS AND COLLEGE APPLICATION PROCEDURES

MHS uses Parchment to send electronic transcripts directly to colleges. Students are required to create a Parchment account via the MHS website. Once the password-secure account is established, transcripts are available immediately for transmission. Students can stop by Guidance for any assistance they need for their college application process. Parental consent (or student, if 18 years of age or older) is required and must be on file before MHS can release any information.

Information is also available in the Guidance Department concerning the application procedures for many colleges and universities. Students will be charged the cost of processing and sending transcripts to foreign countries or in cases when fees are charged to Munster High School.

## PART IV: EVALUATION OF STUDENT WORK

The philosophy of the School Board concerning academic achievement is based on the premise that children have diverse capabilities and interests and individual patterns of growth and learning. Therefore, the Board feels it is important that teachers have as much and as accurate knowledge of each student as is possible through tests and observations of students' intelligence, achievement, work habits, skills, health, and home environment. The Board also recognizes that many factors, which cannot be clinically tested such as attitude toward others and work habits, for example, may influence a student's success as much as knowledge of subject areas.

## GRADE POINT AVERAGE

To determine grade point average, all student course offerings carrying full credit value shall be used in the computation, including required physical education. Grade point average will be calculated according to the following formula: **Total Grade Points divided by Total Credits Attempted = Grade Point Average (GPA).**

The grade points assigned to each grade will comply with the section of Board policy statement on grading. Grades which students receive throughout their high school experience (including all grades from other high schools, summer school, and repeated courses) that appear on the student's transcript will be included in determining that student's grade point average. Grade point average will be computed to the second decimal place.

Transfer Students:

Students transferring into Munster High School will have their GPAs configured in the following fashion:

1. A quality point will be added to all Advanced Placement course work.
2. A quality point will be added to all honors courses that are offered within the MHS course catalog.

For example: *A student who took Honors Biology at another school would have a quality point applied to this course because the course is weighted at MHS. A student who took an Honors United States History course would not be issued a quality point because this course is not offered at MHS.*

## Highest Honors/ High Honors/Honors

For the purpose of the graduation ceremony, graduating seniors will be recognized as *Summa Cum Laude*, *Magna Cum Laude*, and *Cum Laude*. Eligibility for specific recognitions will be determined by the grade point averages for the **entire eight semesters**. If snow or makeup days do not allow the Guidance Department adequate time to calculate graduation ceremony honors, only those students who would benefit from the entire eight semesters will be calculated.

Students who have a 4.25 GPA should be designated as *Summa Cum Laude* (Highest Honors) and have their designation shown in an appropriate manner on their diplomas. Students who have a 4.0 GPA should be designated as *Magna Cum Laude* (High Honors) and have this designation shown in an appropriate manner on their diplomas. Students who have a 3.5 GPA should be designated as *Cum Laude* (Honors) and have this designation shown in an appropriate way on their diplomas. All three groups will be distinguished at Commencement by wearing cords indicating their respective designations.



## STUDENT PROGRESS REPORTS TO PARENTS

Reports to parents of pupils' progress shall be made on report cards approved by the Board and in accordance with a schedule approved by the Board. Two grading periods, each consisting of nine weeks, comprise a semester. Progress reports will be available at the conclusion of the first 9 weeks for both semesters. Progress reports will consist of a letter grade and possible comments by the teacher. Students who are doing unsatisfactory work, D or F, will be given suggestions for improvement on the Progress Report.

Transcripts will be issued at the conclusion of the first and second semester (second and fourth nine weeks) Parents are strongly encouraged to utilize the PowerSchool Parent Portal to monitor student progress. Parent Portal user names and passwords will be issued with the student schedule at registration in August. Transcripts will consist of a student's high school record, including high school courses taken prior to 9<sup>th</sup> grade. Courses, letter grades, and the GPA will be listed. If the parents of a child are separated or divorced, both parents will have the right to be informed of their child's progress in school unless forbidden by a court order on file. To receive written reports and notification of conferences, a non-custodial parent will make such request through the Guidance Department.

## HOMEWORK POLICY

The School Town of Munster believes strongly that successfully completing homework and class work are important components to achieving academic success. Munster students are expected and required to complete and turn in class work and to make up missed work. Failure to do so may result in appropriate consequences.

## FINAL EXAMINATIONS

The final examination grade shall count no more than one-fifth (20%) of the total course grade assigned. Teachers will give final examinations on the days scheduled by the building principal.

**Students may only take a final examination during the exam window allowed by the school. Students who must leave school prior to final examinations will be evaluated in one of the following ways at the discretion of the classroom teacher:**

1. Students can arrange a time to complete the final exam with their classroom teacher during the final exam window.
2. Student will be graded on the class work that was completed without a final exam.
3. An alternate assessment can be offered at the teacher's discretion.
4. Student will be issued an incomplete and must schedule a later time for completing the final exam. This should be scheduled prior to missing the exam.
  - Students who fail to make up final exams will receive zeroes on all missed final exams.

## REVISION DAYS (MORITORIUM)

The two days prior to final exams will be considered revision days where additional assignments and assessments will not take place. All projects, papers, and assessments will be finished and finalized two days prior to finals. Students, however, may be required to complete make up assignments or assessments during these two days as instructed by the teacher. Teachers may issue review assignments to be completed within the revision days.

## GRADE POINTS

### WEIGHTED COURSES UNWEIGHTED CLASSES

A = 5.00	A = 4.00
A- = 4.67	A- = 3.67
B+ = 4.33	B+ = 3.33
B = 4.00	B = 3.00
B- = 3.67	B- = 2.67
C+ = 3.33	C+ = 2.33
C = 3.00	C = 2.00
C- = 2.67	C- = 1.67
D+ = 2.33	D+ = 1.33
D = 2.00	D = 1.00
D- = 1.67	D- = 0.67
F = 0.00	F = 0.00





## WEIGHTED COURSES

AP COURSES	ADVANCED COURSES	HONORS & PRE-AP COURSES
AP Biology	Advanced French 4	Pre-AP Algebra 1
AP Calculus AB & BC	Advanced French 5	Honors Algebra 2
AP Chemistry	Advanced Microbiology	Pre-AP Biology 1
AP Computer Science A	Advanced Newspaper: Student Publications 2	Pre-AP Chemistry
AP Economics	Advanced Newspaper: Student Publications 3	Pre-AP English 10
AP English Language & Composition	Advanced Sociology	Pre-AP English 9
AP English Literature & Composition	Advanced Spanish 4	Pre-AP Geometry
AP Environmental Science	Advanced Yearbook: Student Publications 2	Honors Physics
AP Government	Advanced Yearbook: Student Publications 3	Honors Pre-Calculus
AP Human Geography	PLTW - Civil Engineering and Architecture	
AP Physics C (Electricity and Magnetism)	PLTW - Digital Electronics	
AP Physics C (Mechanics)	PLTW - Medical Interventions	
AP Psychology	PLTW - Cybersecurity	
AP Spanish V		
AP Statistics		
AP Studio Art		
AP U.S. Government		
AP U.S. History		
AP Principles of Computer Science		



## GRADING SYSTEM

Basis for Grading: Copies of course objectives will be distributed at the beginning of each course. Teachers will take time to explain to students the levels of mastery within the course. The teacher is obligated to make clear to the students at appropriate intervals the basis upon which the grades are assigned. Marks should be given on the basis of a student's success in achieving established objectives of the course. At the beginning of the semester, teachers will explain to their students what is expected from them in effort, conduct and scholarship. Letter grades represent the following level of achievement:

A - outstanding

B - above average

C - average

D - below average

F - failure

I - incomplete: Reasonable requirements have not been completed at the time of the report but completion is expected within a specified time which may be determined by the instructor, and **not exceeding the following nine-week period**. Incomplete grades for the semester must be cleared through an administrator.

N/C - no credit due to attendance reasons. Does not count toward G.P.A.

Students will receive progress reports at the end of the first 9 weeks. Transcripts are issued at the end of the semester with final grades. Families are encouraged to track student progress and performance through the Power School Parent Portal.

Transfer credits from other accredited high schools shall be accepted provided that the courses taken are compatible with local and state regulations.

## **PART V: CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**

### PROPOSED NEW SCHOOL SPONSORED CLUB AND/OR ACTIVITY

Requests for a new club or activity should be submitted to Student Services by February 1. Proposals must include information on the following

- Persons in charge (STM employee)
- Purpose and rationale
- By-laws and constitution
- Intended outcomes for students
- Plan of operation
- Costs
- A list of tentative members
- Description of how the program provides meaningful engagement in Service-Based Learning
- Description of how the program provides meaningful coverage of the Indiana's Employability Skills Benchmarks
- A recommendation of how many credits towards a student's SBL will be awarded

The principal will review each request and either reject or approve the proposal for the following school year. Clubs whose mission statements, purpose and rationale, and intended outcomes that are similar or parallel to current organizations can expect a rejection of their request.

### INACTIVE CLUBS

Inactive clubs are those that have been approved but have failed to maintain a staff member in the sponsorship position or who have not had membership to sustain the need for the club to continue. These clubs will remain approved for a 3-year period. After 3 years the club will be removed from the approved club activities list.

### ELIGIBILITY: REQUIREMENTS FOR PARTICIPATION

#### ACADEMICS

Participants in all school clubs are required to be enrolled in 5 or more classes. Further grade requirements may also be implemented by the sponsor or coaches. An exception to this rule would be that students may participate in co-curricular clubs provided they are enrolled in corresponding co-curricular courses.



### Extracurricular Activity Pledge:

All participants and parents must have a signed extracurricular pledge on file in the Student Services Office prior to participation in any contest. All extracurricular participants must sign a pledge each year.

## ACADEMIC COMPETITION TEAM

The Munster High School Academic Competition Team is composed of students in grades 9-12 who desire to compete against other Indiana schools in a number of academic competitions. Students may try out for a single activity or for many activities. The team has enjoyed incredible success the past few years. Currently the team competes in TEAMS (a physics-based competition, formerly known as "JETS"), Academic Super Bowl (which consists of squads in English, social studies, math, science, fine arts, and interdisciplinary), Spell Bowl, and Science Olympiad. The Science Olympiad squad won state championships in 2013 and 2014. JETS won the 9<sup>th</sup> & 10<sup>th</sup> grade state championship in 2012 and 2014. Academic Super Bowl won state runner-up for the overall competition in both 2013 and 2014. The Spell Bowl team was a state finals qualifier in 2012 and 2013. Students can earn Honor Society points for participation in this club.

## AMERICAN SIGN LANGUAGE CLUB

Students who are taking American Sign Language (ASL), or desirous of understanding more about deaf culture should join this club. Each year we sponsor a holiday giving project to a family from our Deaf community. In addition to speakers and parties we plan field trips to interpreted performance presentations.

## ART CLUB

The MHS Art Club is a creative team pooling their talents through a variety of endeavors that fluctuate year to year. This year we worked with Principal Mike Wells to create and then paint the MHS 50<sup>th</sup> Anniversary Mural. We work with the Art Department to host and support the MHS Annual Art Show. Through various fundraising and assistance from the MHS Booster Club we are able to sponsor many awards for this event. For several years we have teamed up with the Lake County Special Victims Unit for the Prevention of Child Abuse by participating in the design and painting for auction of the Chair-ish the Children Project. The Club has been asked to do various Face-painting events in the community for the Cancer Resource Center, Eads, Elliott and FHH Fun Fairs, The Town of Munster's "Pumpkins, Witches, Hayrides-Oh My"; we also do this at our Homecoming Football game. We round out the year with ever-changing projects such as "Cards for the Troops", paper crafts, paper mâché, drawing, painting, printmaking, cupcake and cookie design, and an International Art and Food Party.

## AUDITORIUM STAFF

The Auditorium Staff's purpose is to provide a well-trained student staff, under the direction of the Auditorium Director, to service the various needs of the auditorium/theater facility users, whether they are within the school system, or outside commercial/community users. Because the Auditorium Director can actually supervise and participate in a limited number of functions during shows, by using effective student leadership, he can oversee many more functions, plus provide students with good technical theater and leadership opportunities. Auditorium Staff members work in several fields of service which include: Technical, Stage, and House.

### TECHNICAL

This field includes two major areas: Lighting and Sound/video work. In lighting, the student learns basic housekeeping of the lights to setting-up for various concerts, to actually design for more complex productions. In sound, they learn microphone placement, mixer operation, and wireless microphone operation, and good sound technique. Also, sound learns recording techniques of live performances, plus working with video equipment.

### STAGE

These students learn operation of counterweight system, curtain, scenic and people movement. Also, they learn to police and secure stage areas during performances, and check stage after productions for future readiness. They must set-up the stage with proper equipment and effectively move this equipment as needed for each production.

### HOUSE

These students are the first link with the public, acting as ushers, box office staff, and concession functions of a show. The concession stand, which is used to finance the Staff awards program, is run during all feasible shows. The house crew will check the auditorium to make certain that it is clean, carpet is swept, and areas roped-off or reserved as needed. Also, they will handle any incident or emergency in the audience that may arise during the performance.

The achievements of the Auditorium Staff are celebrated at the EQUUS AWARDS ceremony at the end of the school year. Website: [www.munaud.org](http://www.munaud.org)



## **BAND**

The band program is composed of the Marching Mustangs, concert band, wind ensemble, jazz ensemble, jazz lab band, pep band, and small ensembles. Band members are active in field show performances; community performances; professional football game performances; district and state solo and ensemble festivals; honor band festivals; basketball games; and concert and jazz band festivals. The Munster High School Bands have received national awards at the Sugar Bowl, Peach Bowl, and Gator Bowl Festivals; consistent Superior ratings at the ISSMA solo and ensemble contest, ISSMA jazz contest, and ISSMA Organization contest (8th in the state in 1997); and Grand Champion Band Awards at the Chicago Labor Day Parade and the Sycamore Pumpkin Parade, the largest band parade event in the Midwest.

## **BEST BUDDIES**

The mission of Best Buddies is to establish a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDD). This will be done at Munster High School by matching students with and without intellectual disabilities in mutually enriching one-to-one friendships.

## **BLACK CULTURE CLUB (BCC)**

The club will give all students a safe place to learn and to talk about African Culture. It will also allow students to discuss cultural differences and how it is addressed here at Munster.

## **BOWLING CLUB**

The team will join the Indiana High School Bowling Conference and will be part of a local conference-Greater Lake County Conference. Matches run from mid-October through mid-December. This will allow students to experience team bowling competitions. No bowling experience or equipment is necessary.

## **CHESS CLUB**

The Munster High School chess team is composed of students in grades 9-12 who desire to compete using their talents and problem solving skills through the competitive game of chess.

## **CHINESE CULTURE CLUB**

The Chinese Culture Club is open to all students to learn about Chinese culture, traditions and mannerisms. Students will discuss language, food and history.

## **CHORAL**

Munster High School has two select choral ensembles, Men's Ensemble (SING) and Women's Ensemble (SONG). Membership is by audition with the choral director at the beginning of the school year. Membership in a school-day choir is strongly encouraged, although not a strict requirement. It should be understood that it is a privilege to be in an Ensemble, and that students are responsible for regular attendance at rehearsals and performances. It is within the discretion of the choral director to remove or replace students who fail to uphold their responsibilities with regard to their membership in Ensembles. These groups perform at the holiday season for numerous civic and social groups throughout the Calumet area. In addition, Ensembles are a regular part of the choral program and perform at all choral concerts, as well as the end of the year concert "Woody's Round-Up".

## **CIVICS CLUB**

The civics club will educate current students in the voting process and current political issues. One goal of the civics club is to increase the number of local voters within the club and region. It will also prepare members to have a strong civic commitment to the community and the country as a whole.

## **CLASS EXECUTIVE COUNCIL (CEC)**

### **Freshmen CEC**

The freshmen CEC members assist the Student Council with Homecoming Spirit Week and putting together a homecoming t-shirt. The Council may also hold fund-raisers as necessary in order to defer costs for future Homecoming floats and for putting on the Prom during their junior year.

### **Sophomore CEC**

The sophomore CEC organizes a float for the homecoming parade and participates in the pep rally. They also develop homecoming t-shirts as part of Spirit Week. There are also several fund-raising projects to help pay for the junior-senior prom when the sophomores become juniors.



### **Junior CEC**

The junior class enters a float in the annual Homecoming parade and events, as well as participates in the Homecoming pep rally. In addition, the junior class is responsible for hosting and decorating the junior-senior prom. Consequently, there are several fund-raising projects.

### **Senior CEC**

For the senior CEC, the three main activities involve organizing the Homecoming float, planning for the senior banquet, and selection of a class gift to the school. Fund-raising during the senior year is dependent upon what type of gift the CEC chooses. Typically, the senior class has one or two fund-raisers.

## **CREATIVE WRITING CLUB**

The creative writing club will offer students a friendly and comfortable environment for developing their creative writing skills. Students will learn how to express themselves through writing, sharpen their writing skills, and receive constructive criticism for their work.

## **COLOR GUARD**

This group complements the band with their colorful appearance and precision movements. Tryouts are held in the spring.

## **CULTURE CUISINE CLUB**

The Culture Cuisine club will be immersing its members in a wide variety of foreign cultures through international cuisine. In addition to food, the members will analyze various aspects to different cultures, including history, cultural norms and language.

## **CYBERPATRIOT TEAM**

CyberPatriot is the National Youth Cyber Defense Competition, which puts teams of high school students in the position of newly hired IT professionals tasked with managing the network of a small company. Through a series of online competition rounds, teams are given a set of virtual operating systems and are tasked with finding and fixing cybersecurity vulnerabilities while maintaining critical services.

## **DECA**

DECA is a student-centered organization whose program of leadership and personal development is designed for students enrolled in marketing classes. Activities include field trips, fund raising projects, leadership workshops, and an opportunity to compete at the local, state, and national level in marketing contests.

## **ENVIRONMENTAL CLUB**

The Environmental Clubs goals are to bring awareness and understanding about the environment and the local, national, and global issues students face today in a fun learning environment beyond the classroom. The Environmental Club is open to all students who are interested.

## **FASHION CLUB**

The Fashion Club allows students to learn about fashion design, management, sustainability and history. Students will learn skills in crocheting, hand-stitching, embroidery and sewing.

## **FILM CLUB**

The students will learn the art of film making, develop an appreciation for film, and make films and videos.

## **FRENCH CLUB**

French club explores several aspects of French and Francophone culture from traditional dances and games, to popular French films, to traditions linked to French holidays. French club is a place to further explore French culture and put French language skills to use with people of every speaking level.

## **GSA- (GAY STRAIGHT ALLIANCE)**

The GSA provides a place for students of the gay, lesbian, bisexual, transgender and allied community to meet for social, emotional and educational support. The GSA serves to create a school of safe and mutual respect by raising awareness on issues impacting the student body.



## **HOSA**

Future Health Professionals is a student organization that encourages students interested in the field of health care to pursue their goals, develop their skills and cultivate networks within their chosen field. HOSA was created with the idea of providing students opportunities to develop as a leader and a future health professional.

## **INDIAN CULTURE CLUB**

The Indian Culture Club is open all students to learn about different aspects of Indian culture and life by focusing on prominent holidays, practices and activities that are prevalent in the Indian community.

## **JAZZ ENSEMBLE AND JAZZ LAB BAND**

Jazz auditions are held in the early fall. It should be understood that it is a privilege to be in the ensembles, thus it is the discretion of the director to choose/remove participants. Wind, keyboard, and set players must belong to the band. Bass players must belong to either the band or orchestra. These select ensembles perform throughout the area and travel to university and state festivals and competitions. The Munster High School Jazz Ensemble has been named Outstanding Ensemble at the Millikin University Jazz Festival and the first place band at the Peach Bowl Jazz Festival. They have received class awards at the Eastern Illinois University and Augustana College Jazz Festivals and have consistently received Superior ratings at the state level of the Indiana State School Music Association Jazz Festival.

## **JEWISH CULTURE CLUB (JCC)**

This club is open to all students to learn and explore Jewish heritage and culture. Students will discuss language, food, culture, and history. Members are not required to be of the Jewish faith.

## **LINK CREW**

Link Crew is a yearlong high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project's proven high school transition program trains mentors from the junior and senior classes to be Link Crew leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide freshmen to discover what it takes to be a successful Munster student.

## **MUNSTER MENTAL HEALTH CLUB**

Munster Mental Health Club: A student led club dedicated to mental health conversations. Supported by Bring Change 2 Mind (BC2M), students are empowered to educate one another and create a culture of peer support.

## **MUNSTER eSPORTS**

Munster eSports will work to encourage the students of Munster to participate and engage them in an organization that is unconventional and different from the norm. Munster eSports will also build character in students, specifically by developing life skills such as perseverance, teamwork, and decision making, as well as giving a social community to increase interaction. In doing so, the multiple gaming communities will become supportive of each other, all working toward pushing the realm of eSports into mainstream acceptance.

## **MUNSTER THEATRE COMPANY**

The Munster Theatre Company (MTC) is the producing organization for all theater productions based at Munster High School. MTC usually produces three to four productions during the school year. The season may vary from year to year depending on the talent pool of the members of Theatre Company.

This may include a novice play, a fall play or musical, a winter play and the spring musical. All auditions are open and there are many non-performing opportunities for a variety of technical/productions staff positions, including solo student directing opportunities. Our "sister" organization is the Auditorium Staff, which makes up the other major part of the Theatre Arts at Munster. Participation is encouraged in both organizations, and by taking choral, drama and stagecraft classes offered during the school day. Theatre Company works with many other school organizations in the fine and performing arts fields. Theater represents one activity that brings together a wide variety of technical and artistic disciplines into a single venture. Our main goal is to produce quality productions on par with the many fine regional theater groups in the area. The achievements in Theatre Company are celebrated at the EQUUS AWARDS ceremony at the end of the school year. Website: [www.munaud.org](http://www.munaud.org).

## **MUSLIM CULTURE CLUB**

This Muslim Culture Club is open to all students to learn and explore Muslim heritage and culture. Students will discuss traditions, culture and history. Members are not required to be of the Islamic faith.





## **MUSTANG READ AND WHITE BOOK CLUB**

The Read and White Book Club gathers together students who enjoy reading and discussing books, authors, and trends in young adult literature. Club members select books to enjoy reading as a group and recommend titles to each other.

## **MUSTANG VOLUNTEER PROJECT (MVP)**

Mustang Volunteer Project (MVP) is a year-long service organization geared toward helping others through volunteerism. Students in grades 9-12 may join at the beginning of the school year. Members earn volunteer hours through events organized through MHS and other STM schools, Munster Parks & Recreation, and local charitable organizations. Students may also volunteer at events or activities independently. The primary purpose is to donate time and efforts directly rather than through fundraising.

## **ORCHESTRA**

Orchestra is available to students who play a string instrument (violin, viola, cello, bass) and is also open to woodwinds, brass, percussion, and piano. Orchestra students participate in concerts; public performances, district and state contests, organizational contests, and have the opportunity to be in the pit orchestra for the school musicals. A smaller chamber group called Camerata is also available to string students only. This group is based on auditions.

## **PING-PONG CLUB**

The purpose of the Ping-Pong club is to introduce students to the game of ping-pong on various levels. Students will become familiar with the equipment and rules of the game. Members are scheduled to meet once a week and play in round robin matches. Students vary in abilities from beginner to advanced and can play in singles and/or doubles matches.

## **PHILOSOPHY CLUB**

Philosophy club is open to all MHS students. The group will explore the depths of philosophical ideologies while also having the opportunity to express their moral values and beliefs in a judge-free environment. Students will read, discuss, and discourse philosophical topics with the goal of developing tolerance and diverse thinking.

## **POETRY CLUB**

Poetry Club is a group dedicated to fostering creativity through poetry. Poetry writing and performance are emphasized in the club. All levels of interest and skill are welcome. The club meets regularly to share and perform original work.

## **PUBLICATIONS**

Students interested in journalism should consider enrolling in Journalism 2 and 3 Honors and working on either the staff of the Crier, the school newspaper; or the Paragon, the school yearbook. Journalism 1 is required for staff membership. The Crier and the Paragon have received national recognition as excellent school publications and have received special honors. The Crier has earned consecutive Gold and Silver Crown Awards for the last 16 years from Columbia Scholastic Press Association for ranking as one of the top high school newspapers across the nation, as well as National Scholastic Press Association's Pacemaker and Quill and Scroll's top Gallup honors. The Paragon has earned consecutive CSPA Gold Crown Awards for 27 of the last 28 years, ranking the yearbook in the top one percent of all high school yearbooks across the nation. Both publications have earned Hoosier Stars as the best school publications in Indiana for schools in the large school enrollment division by the Indiana High School Press Association. Top editors travel to state and national conventions to compete in journalistic writing and design skills.

## **ROBOTICS CLUB**

Students interested in robotics should consider joining the Robotics club. This club is designed to provide students with the opportunity to gain experience with robotics by providing resources that otherwise would be unobtainable by the majority of the student population. The club's interests are dedicated to the programming and building of robotics.

## **RASPBERRY PI CLUB**

The Raspberry Pi Club is open to all students to learn about automation programming through projects. Students will learn automation and programming skills that can be used beyond the classroom. Students can be new or experienced programmers. Members will use a raspberry pi computer to program sensors for different types of projects.

## **S.A.D.D. (STUDENTS AGAINST DESTRUCTIVE DECISION)**

The Purpose of this club is to educate and promote the awareness of all forms of destructive decision making, such as drug & alcohol use and/or any activity that can harm one or others. Students are encouraged to speak to their peers and to be a positive example.



## **SPANISH CLUB**

Spanish Club is for all students interested in learning more about the Spanish culture in a non-classroom situation. Past activities have included field trips to restaurants and museums in the Chicagoland area, attendance at special Spanish cultural events, and after school programs and celebrations of important Spanish holidays.

## **SPEECH AND DEBATE**

The Speech and Debate Team is an organization for all students who wish to enhance their speaking and/or acting skills by competing in speech and debate contests throughout the state and national levels. Speech competition events include Drama, Humor, Prose, Poetry, Duo and Oratorical Interpretation, Extemporaneous speaking, Impromptu, Discussion, Radio, Original Performance and Original Oratory. Debate competition events include Lincoln- Douglas Debate, Policy Debate, Public Forum Debate and Congress. This nationally known team has won thirteen state championships and consistently captures one of the top twenty rankings at the national tournament. Students who acquire a certain number of points through competition are eligible to join the National Forensic League, an honorary organization for speakers.

## **S.T.A.N.D. CLUB (SOCIALLY TOGETHER AND NATURALLY DIVERSE)**

Stand club will create an environment where students feel safe and supported. The intended outcome for the club is for the students to feel comfortable whether they are in school, a store, a city or even just at home. Everyone is unique and has something to offer.

## **STUDENT ADVISORY COUNCIL**

Student Advisory Council: SAC is a collaborative group of administrators and students identifying ways to improve student engagement when it comes to school safety and policy.

## **STUDENT GOVERNMENT**

The Student Government is an elective body made up of student representatives. Elections are held in the spring with the exception of the freshman class who elects their representatives to the senate in the fall. The purpose of the Student Government is to give students a voice in the school, promote democracy, foster school spirit, engage in worthwhile endeavors for the benefit of the entire school body, and be a channel for communication between the student body and the teaching staff and administration. Any student who desires to be in Student Government may run for office. The Student Government is led by the Student Body President and Vice-President, who are chosen through an all-school election. A secretary-treasurer is elected by the members of Student Government from its membership.

## **ULTIMATE FRISBEE CLUB**

Open to all MHS students. Ultimate Frisbee is a unique, easy-going athletic activity that a variety of students can enjoy.

## **HONORARY ORGANIZATIONS**

### **NATIONAL SPEECH AND DEBATE ASSOCIATION**

The NSDA is a national honorary organization composed of students in speech and debate who have earned a minimum of twenty-five points in competition.

The National Speech and Debate Association is the largest interscholastic speech and debate organization serving middle school and high school students in the United States. It is also the national authority on public speaking and debate. NSDA was founded by Bruno Ernst Jacob, a Ripon College professor.

NSDA provides competitive speech and debate activities, resources, comprehensive training, scholarship opportunities, and advanced recognition to more than 140,000 students and coaches each year.

### **NATIONAL HONOR SOCIETY**

Juniors and seniors with a minimum grade point average of 3.25 are invited to become members of this honorary organization based on scholarship, character, service and leadership. Induction of new members is held each spring. Service and leadership points are earned through participation in school and community activities. At least one half of the points earned must be in Munster High School extracurricular programs. Once inducted, members must maintain their scholarship, character and leadership while providing 30 hours of service on chapter projects to stay active and receive the gold NHS tassel at graduation. Chapter projects include tutoring MHS students.



## QUILL AND SCROLL

The Quill and Scroll is an international high school journalism honorary organization. Students are selected on the basis of outstanding service to the Munster High School Journalism Department. They must also rank academically in the top third of their class.

## THESPIAN TROUPE #2861

The Thespian Troupe is an honorary society made up of students elected for their participation in the productions presented by the Munster Theatre Company. A student must earn ten participation points, work on five-six productions, have two years of excellent participation and earned their Theatre Company varsity letter before the student can be invited to be a member.

# **PART VI: ATHLETICS**

## INTRODUCTION

This handbook and policy manual has been prepared to make information and suggestions readily available to you and to help make your athletic career at Munster High School more successful. Read this manual carefully and please share it with your parents. Our athletic department's goal is to accommodate the interests and abilities of student-athletes. By doing so, we hope to maximize interscholastic athletic opportunities for the greatest number of participants. Twenty-one different athletic activities are available for Munster High School students, and we hope that all of our students can benefit from participation in one or more of these activities. We believe that participation in athletics is an important part of a student's development. Through participation students may develop many lifelong skills and positive values. These values include cooperation, leadership, healthful living habits, self-discipline, integrity, teamwork, respect for rules and regulations, and the ability to win and lose with grace and dignity. Our students must remember that participation in the athletics program is a privilege. Participants must give extra effort and time. Students have the privilege of participating in an organized program of special interest for which the school provides coaches, equipment, and facilities. In return, students are asked to meet certain expectations beyond those found in the traditional classroom setting. Your presence on an athletic squad draws the focus of public attention to you as a representative of Munster High School. It is imperative that our student-athletes conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside school. A student-athlete must be responsible in the athletic arena, in the classroom, at home, and in public. One must always display mature, responsible behavior. An athlete must assume his or her share of this responsibility and if that is done, Munster High School athletes will be respected everywhere as champion citizens and athletes. Munster High School has a great athletic tradition. Many All-State and All-American performers come through our doors. We have had state champions and we will have more. Your decision to participate on an athletic team at Munster High School indicates that you are willing to make a commitment to uphold the fine tradition and to make your own tradition. Athletic participation at Munster High School serves as an integral part of a student's educational experience. Experiences gained through athletic participation contribute greatly to the social, emotional, and intellectual development of the student. It is our belief that athletics provides an avenue for students to become better citizens. Munster High School's athletic program is administered under the guidelines and jurisdiction of the Indiana High School Athletic Association, the *Northwest Crossroads Conference* and the Administration and Board of Education of the School Town of Munster.

## OBJECTIVES

- To develop a comprehensive athletic program as an integral part of the pupil's total school experience.
- To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of each participant.
- To provide a continuous program of school-community relations which emphasizes the values of athletics as an integral part of the total educational curriculum.
- To provide opportunities and activities which closely meet the needs and interests of the student body.
- To complement and supplement the general educational goals of Munster High School.
- To encourage students to become active participants in the athletic program and to participate in a variety of sports and activities within the program.

## ATHLETIC PROGRAMS

Munster High School is recognized as having one of the outstanding athletic programs in Indiana. Our boys and girls interscholastic programs have ranked very highly in the IHSAA state competitions and have won eleven team state titles and five dance titles. Many of our athletes have won individual state championships. Munster High School has had the distinct honor of having nine of its student athletes named as I.H.S.A.A. Mental Attitude Award recipients. Munster's athletic teams have been very successful in conference competition as both girls and boys have won the Conference All Sports Trophy many times. Munster High School is a member of the Indiana High School Athletic Association and participates in the *Northwest Crossroads Conference*. There are individual and team competitions in the following sports:



## **BOYS**

Baseball, Varsity, JV & Fr (*Spring*)  
Basketball, Varsity, JV & Fr (*Winter*)  
Cross-Country, Varsity & JV (*Fall*)  
Football, Varsity, JV & Fr (*Fall*)  
Golf, Varsity & JV (*Spring*)  
Soccer, Varsity & JV (*Fall*)  
Swimming, Varsity & JV (*Winter*)  
Tennis, Varsity & JV (*Fall*)  
Track, Varsity & JV (*Spring*)  
Wrestling, Varsity & JV (*Winter*)  
Unified Track  
Volleyball (emerging)

## **GIRLS**

Basketball, Varsity, JV & Fr (*Winter*)  
Cheerleading, Varsity, JV & Fr (*Fall, Winter*)  
Cross-Country, Varsity, JV (*Fall*)  
Dance, Varsity & JV (*Fall, Winter*)  
Golf, Varsity & JV (*Fall*)  
Softball, Varsity, JV & Fr (*Spring*)  
Soccer, Varsity & JV (*Fall*)  
Swimming, Varsity & JV (*Winter*)  
Tennis, Varsity & JV (*Spring*)  
Track, Varsity & JV (*Spring*)  
Volleyball, Varsity, JV & Fr (*Fall*)  
Unified Track  
Wrestling (emerging)

## **STUDENT-ATHLETE / EXTRA-CURRICULAR POLICY ISSUES**

### **ATTENDANCE**

All student-athletes must be in attendance for half the school day on days of practice and competition in order to participate in that day's activities. Exceptions to this policy must be cleared through the Student Services office.

### **AWARDS AND HONORS**

Participation Certificates: Any athlete who successfully completes the season, but does not earn a varsity letter, will receive a participation certificate. This certificate will be given by the coach at the awards banquet.

Numerals: The first time that an athlete successfully completes a season, the athlete will receive numerals, regardless of the year in school.

Letters: Each sport will have specific requirements for earning a varsity letter. However, in all sports, the athlete must demonstrate successful performance to earn a letter. Each athlete who earns a varsity letter will receive a leatherette certificate and sport pin. Each subsequent letter earned will qualify the athlete for a certificate and bar (if same sport). If athletes earn another letter in a different sport, they will receive a certificate and pin for that sport. The coach at the awards banquet will present awards.

Letter Jackets: Athletes can earn the 7" chenille "M" and qualify to purchase a letter jacket by earning a varsity letter in at least one sport. Transfer student-athletes to MHS need to earn a varsity letter at MHS before qualifying for a letter jacket. Cheerleaders and dancers may qualify for a letter by successfully completing all of the necessary requirements for one season (i.e. fall season).

### **Special Awards**

Each sport will give different special awards at the awards banquets. These special awards may be certificates, plaques, pins, or trophies. Included in these special awards may be Most Valuable Player, Pride-Hustle-Desire, Most Improved, and Captains Awards. Special awards will be presented at the awards banquet by the coaches.

### **Championship Patches**

Individuals or teams who placed first in varsity competition at the conference, sectional, regional, and/or state level may receive championship patches. Athletes who qualify for regional, semi-state, or state competition may also receive these patches. Individualized patches will be made available for athletes who are eligible for a patch. Athletes may order championship patches with their coach and pay a nominal fee. The Athletic department will provide the remainder of the cost.

### **Scholar-Athlete Awards**

Student-athletes who demonstrate outstanding academic performance will be awarded scholar-athlete certificates at the awards banquets. Students that earn at least a 3.67 GPA for the quarter qualify for the award. Quarter 1 grades will be used for Fall athletes; Quarter 2 grades will be used for Winter athletes; Quarter 3 grades will be used for Spring athletes. *In addition, the student is awarded a scholar-athlete patch one time during their high school career.*

### **General Awards Policies**

1. Munster High School will have athletic awards, ceremonies, one following each of the sport seasons. All athletes who successfully completed their season will be invited to attend.
2. Athletes will be given one chenille "M" during their high school career.
3. Each varsity head coach will communicate the expectations for earning letters in his/her sport during an early season meeting.



## **CHANGING SPORTS**

SAME SEASON (FALL - FALL, WINTER - WINTER, ETC.)

If a coach cuts a student from a team, the student may *try out for* another team or program in that sport season, provided that tryouts for the second sport have not been concluded. If a student quits a team, the student may try out for another team in that same sport season, provided that tryouts for the second sport have not been concluded and it is prior to the first interscholastic competition of the original sport, **and they are released by the coach of the first sport.**

DIFFERENT SEASON (FALL - WINTER, WINTER - SPRING)

An athlete who quits one sport after the first contest has been completed to join another sport (different seasons) may not do so until the original season is completed. Special circumstances may dictate exceptions to this policy. Exceptions will be made at the discretion of the athletic director. ex: If a student-athlete is on the volleyball team and quits to join the basketball team, they may NOT begin to participate until the completion of the volleyball season.

## **COLLEGE AND ATHLETICS**

Many Munster High athletes compete in college. As a high school athlete with hopes of participating in college, you must begin to prepare yourself immediately. NCAA by-laws, scholarship, and recruiting information are available in the athletic and guidance office. Coaches, guidance counselors, and the athletic director can all be of service to athletes who wish to continue their athletic careers in college. Ask them for help. If you want to practice and play your freshman year at an NCAA Division I or II College, you must satisfy the requirements of NCAA. Student-athletes, who want to be eligible for practice and competition as a freshman, must register with the NCAA Initial-Eligibility Clearinghouse. This process should begin at the end of the high school junior year by picking up the proper forms at the counselor's office.

## **CONCUSSION**

In order to help protect the student athletes of Munster, the School Town of Munster has mandated that all athletes, parents/guardians and coaches follow the IHSAA Concussion Policy and Indiana State Law.

A concussion is a brain injury and all brain injuries are serious. They may be caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head.

They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up immediately after the injury or can take hours or days to fully appear. If your child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**

1. Headache
2. Nausea/vomiting
3. Balance problems or dizziness
4. Double vision or changes in vision
5. Sensitivity to light or sound/noise
6. Feeling of sluggishness or foginess
7. Difficulty with concentration, short-term memory, and/or confusion
8. Irritability or agitation
9. Depression or anxiety
10. Sleep disturbance

**Signs observed by teammates, parents and coaches include:**

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score, or opponent)
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.



### **What can happen if my child/player keeps on playing with a concussion or returns too soon?**

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often under report symptoms of injuries. And concussions are no different. As a result, education of administrators, coaches, parents and students is the key for student-athlete's safety.

### **If you think your child/player has suffered a concussion:**

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue for several hours.

An athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from competition at that time and may not return to play that day until the athlete is evaluated by a medical doctor or doctor of Osteopathy or certified/licensed athletic trainer, trained in the evaluation and management of concussion and received written clearance to return to play from that health care provider that states the athlete has not suffered a concussion. If it is determined the athlete has suffered a concussion, the athlete may not return to competition that day under any circumstances and thereafter must be evaluated by and receive written clearance from a medical doctor or doctor of osteopathy.

You should also inform your child's Coach, Athletic Trainer (ATC), and/or Athletic Director, if you think that your child/player may have a concussion. When in doubt, the athlete sits out.

For current and up-to-date information on concussions, you can go to: <http://www.cdc.gov/TraumaticBrainInjury/>

## ***CUT POLICY***

In some sports, cutting a team down to a manageable size is necessary. Each of Munster's sport programs will have its own policy of choosing teams, but all sports should use these principles as determinants for squad retention: talent, ability, potential, attitude, attendance, discipline, and scholastic performance. Athletes should remember that they are evaluated on a daily basis and may be cut from a team anytime during the season.

## ***DRESS CODE***

When athletes are outside of their usual practice areas, they should be dressed in proper school attire. This means that the athletes should not wear their practice clothes outside of the practice area of the school. This dress code would be in compliance with the normal school day dress guidelines.

## ***ELIGIBILITY: REQUIREMENTS FOR PARTICIPATION***

### **Academics**

As important as participating in a sport may be to our athletes, they must remember that they are students first. Students must be enrolled in at least five (5) full credit classes and must have passed five (5) full credit classes the previous grade period or semester to be academically eligible. Grades must be certified by the athletic office four (4) times a year. Traditionally, these certifications occur shortly after each of the nine week grading periods. Study halls and serving as a student aide do not count as full credit classes.

### **Training Room Fee**

All athletes are to pay a nonrefundable training room fee for each sport in which they participate. This fee will be used to maintain and upgrade training room facilities and services. This participation fee is separate from sport-specific fees that an athlete may incur and is to be paid prior to participation in any contest.

### **Parent's and Physician's Consent Form**

Before students may condition for a sport, try out for a team, practice with an athletic team or use the weight room, they must have on file in the athletic office the IHSAA physical examination form, which has been properly signed by the parents, student, and a licensed physician indicating that the student is physically able to play. This form must be renewed each year, and physicals must be taken after April 1 in order to satisfy this requirement for the following school year. Physicals are valid through the end of the school year or the end of the spring sport season in which the student is participating.





**Insurance**

All athletes must have proof of insurance, specifying company and policy number on file in the athletic office prior to being issued equipment or participating in any practice.

**Extracurricular Activity Pledge**

All athletes and parents must have a signed extracurricular pledge on file in the athletic office prior to participation in any contest. All Athletes must sign a pledge each year.

**EQUIPMENT**

All athletes will care for all equipment as though it were their own personal property. If the equipment is lost, stolen, or destroyed due to improper care, the athletes will fulfill their responsibility by paying for replacement items. Uniforms and team warm-ups may not be worn anywhere (i.e., in school, on the street, in the mall, etc.) without proper approval of the coach or athletic director.

**ANTI-HAZING POLICY****PURPOSE**

The purpose of this guideline is to maintain a safe learning environment for all students and staff members that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the School Corporation and are prohibited at all times.

**GENERAL STATEMENT OF POLICY**

- No student, teacher, administrator or other School Corporation employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.
- No student, teacher, administrator or other School Corporation employee, contractor or volunteer shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or state or federal statute to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- This policy applies to hazing behavior that occurs on or off school property and during and after school hours.
- The School Corporation will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

**Definitions**

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- B. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- D. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- E. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**Reporting Procedures**

Any person who believes he or she has been the victim of hazing or any person with actual knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate School Corporation official designated by this policy.



There are no express time limits for initiating a complaint; however, every effort should be made to bring complaints to the attention of the administration as soon as possible while memories are fresh and witnesses are available.

The building principal or their designee is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or district Complaint Coordinator. The following individuals shall serve as "Anti-Hazing Complaint Coordinators" for the School Corporation, hereinafter referred to as the "Complaint Coordinators".

Assistant Superintendent

8616 Columbia Ave. Munster, IN 46321

Teachers, administrators, other School Corporation employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

### **School District Action**

Upon receipt of a complaint or report of hazing, the School Corporation shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The School Corporation may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the School Corporation will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. The School Corporation shall utilize these consequences to discipline students engaged in prohibited behavior to deter others from hazing. School district action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

### **Formal Complaint Procedure**

If a complaint is not resolved through the informal complaint process, or if the member of the School Corporation community or third-party elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

A member of the School Corporation community or third party who believes s/he has been subjected to hazing, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with the Complaint Coordinator.

If a Complainant informs any other employee of the School Corporation, either orally or in writing, about any complaint of hazing, that employee must immediately report such information to the Complaint Coordinator, thereafter the Complaint Coordinator must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of this process as described herein, the Complaint Coordinator should keep the Complainant informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, hazing; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Complaint Coordinator shall ask for such details in an oral interview. Thereafter the Complaint Coordinator will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature.

Upon receiving a formal complaint, the Complaint Coordinator will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Complaint Coordinator should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator, the Complaint Coordinator may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within three (3) business days of receiving a formal complaint, the Complaint Coordinator will inform the individual alleged to have engaged in the hazing conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of these Administrative Guidelines and the Board Anti-Hazing Policy shall be



provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within five (5) business days of receiving the complaint, the Complaint Coordinator or a designee will initiate a formal investigation to determine whether the Complainant has been subject to hazing.

Although certain cases may require additional time, the Complaint Coordinator or a designee will attempt to complete an investigation into the allegations of hazing within twenty-one (21) calendar days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Complaint Coordinator or the designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of hazing as provided in Board policy and State and Federal law as to whether the Complainant has been subject to hazing. The Complaint Coordinator's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

Absent extenuating circumstances, within ten (10) business days of receiving the report of the Complaint Coordinator or the designee, the Superintendent or the designee must either issue a final decision regarding whether or not the complaint of hazing has been substantiated or request further investigation. A copy of the Superintendent or the designee's final decision will be delivered to both the Complainant and the Respondent. If the Superintendent or the designee requests additional investigation, the Superintendent or designee must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) business days. At the conclusion of the additional investigation, the Superintendent or designee must issue a final written decision as described above.

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent or designee may appeal to the Board by filing a written notice of appeal with the Superintendent or designee within ten (10) business days of the date of the Superintendent or designee's final decision. Upon receipt of a notice of appeal of the final decision of the Superintendent or designee, the Board shall meet in executive session consistent with the Indiana Open Door Law, to review the matter. Following the executive session, the Board will affirm or reject the final decision of the Superintendent or designee. The decision of the Board will be final.

### **Confidentiality**

The School Corporation will make all reasonable efforts to protect the rights of the Complainant and the Respondent. The School Corporation will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School Corporation's legal obligations under State and Federal law. Confidentiality cannot be guaranteed however. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Complaint Coordinator or his/her designee will instruct all members of the School Corporation Community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a hazing investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Complaint Coordinator in accordance with the Board's records retention policy. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* will be maintained in a manner consistent with the provisions of the Federal and State law.

### **Retaliation**

The School Corporation will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.



## **Dissemination of Policy**

These guidelines shall appear in the Student Handbook for Wilbur Wright Middle School and Munster High School and in each school's Building and Staff handbooks. Further, it will be disseminated to parents and presented to attendees of the first meeting of the school year of each student organization (including all athletic teams and clubs).

## **LENGTH OF SEASONS**

For freshmen and junior varsity athletes, the season is completed when the last varsity contest has been played, the last team meeting has been held, and all the uniforms and school-issued equipment has been returned. The head varsity coach *may* release athletes if they are not needed for post-season participation.

For varsity athletes, all of the above stipulations apply. In addition, the varsity seasons are not considered over until the last individual has finished competing. The coach *may* release other individuals from participating if the team has been eliminated from state series competition and only individuals are still competing.

## **PARTICIPATION IN TWO SPORTS IN ONE SEASON**

Requests to participate in two sports in one season will be considered on an individual basis. The athlete must realize that participation in two sports at the same time will require extra time for practice and great time management skills. The coaches and athletic director will meet with athletes who want to do this and discuss the possibilities. Some of the considerations will be the safety of the athlete, academic concerns, and the ability and potential of the athlete. The athlete must meet the requirements for both sports in order to participate in two sports.

## **PRACTICES: VACATIONS AND SCHOOL CLOSING**

All team members are expected to attend all practices and tryouts. During all three-sport seasons, practices are regularly scheduled during times when school is not in session. The coaches set practice schedules and the coaches decide who plays. We strongly request that arrangements be made to ensure that the athletes attend all practices and games during vacation periods. Consequences for missing practices or games because of family vacations may include removal from the squad. It is understandable that athletes who practice or compete during this time will likely move ahead of those who were not present. All athletes should be cognizant of their commitment to both their coaches and teammates. Written or verbal communication must be made with the head coach of the program by the athlete's parents prior to any missed practices or games due to extraordinary occurrences. It is also assumed that athletes will be diligent when it comes to honoring their commitment to attend practices and contests during times when school is in session. The athletic department does not condone missing school under any circumstances except family emergencies. Emergency school closings may force cancellations of practices and games. However, if the emergency has been eliminated and school will be in session the next day, then practices and games may still occur. Decisions will be made with safety being of utmost importance.

## **PRACTICES**

Practices, open facilities, and try-outs, are closed to the public. Only athletes participating, coaches, trainers, or approved staff are allowed within MHS facilities during these times. (This policy is enforceable for both athletics and school sponsored clubs and/or activities.)

## **PROBLEMS: WHAT DO I DO NEXT?**

It is our fervent hope that participation in athletics will be the best experience of your high school career. However, some people may have problems somewhere during their athletic career. Please remember that all of the coaches and sponsors are here to help you. We want all of our athletes to succeed and enjoy their time as athletes. Please communicate your needs and desires to your coaches, prior to contacting administration. The administration (athletic director, principal, assistant principals) is also here to help. If it is important to you, it's important to us.

## **TEAM TRAVEL TO AWAY CONTESTS**

When going to away activities, athletes must remember that they represent Munster High School and should dress and act appropriately. Coaches will direct athletes as to what actions and dress requirements are expected. All athletes are to go and return on the team bus. In order for a student-athlete to ride with their parent to/from a contest, written permission must be obtained from the Athletic Director at least a day in advance.

## **FUNDAMENTALS OF GOOD SPORTSMANSHIP**

The athletic department and the administration of Munster High School recognize the importance of emphasizing GOOD SPORTSMANSHIP in all aspects of school-related activities. Good sportsmanship also applies to behavior outside of the school day and sport season. The Pledge addresses this issue, especially toward the use of tobacco, alcohol, and other drugs. Munster High School expects all student-athletes to follow these fundamentals of good sportsmanship:

- Gain an understanding and appreciation for the rules of the game or sport.



- Exercise positive behavior at all times.
- Recognize and appreciate skilled performances regardless of affiliation.
- Exhibit respect for all spectators, participants, coaches/sponsors, and officials.
- Visibly display respect for opponents at all times.

*Unacceptable behavior* shall include, but not be limited to, the following types of conduct:

- Showing disrespect to referees, coaches, or school personnel supervising the activity.
- Fighting, intimidating, or attempting to intimidate referees, coaches, players or participants, or spectators.
- Throwing debris or littering the playing field or facility.
- Verbally abusing officials, coaches, players or participants, or spectators.
- Using profane or obscene words or gestures during practice or contests.
- Displaying any behavior or conduct that disrupts the activity or event.
- Being ejected from a game or contest for offensive or improper behavior.
- Intimidating, hazing, or harassing any athlete in any sport.

Any athlete engaging in any of the above types of conduct may be suspended from competition for a period of time depending on the severity of the unacceptable behavior. Any athlete ejected by game officials will be subject to the rules and regulations of the IHSAA. Munster High School expects appropriate and sportsmanlike conduct by all fans, parents, participants, coaches, sponsors, and officials. Unruly behavior may result in removal from the contest or activity.

#### **Violations – consequences:**

Violations of any of the Fundamentals of Good Sportsmanship or the Pledge *may* result in any or all of the following consequences:

- Immediate removal from the contest or activity.
- Denied admission to school events for periods of one week to one year by a school district administrator.

### ***GUIDELINES FOR PARENTAL CONCERNS***

The School Town of Munster will not tolerate any violations of the Fundamentals of Good Sportsmanship by anyone before, during, or after any interscholastic contest or other school-related activity. If anyone has a concern regarding any part of our athletic or activity program, they must comply with the following procedures:

1. Call or notify the appropriate coach/advisor or administrator of your concerns or questions during normal school hours. Immediately prior to, during, or after an event or practice is NOT the proper time to raise concerns or questions about a program, coaching decision, or administrative policy.
2. A meeting, at a mutually agreed upon time, may be scheduled to discuss/address the concerns or questions. All persons involved will be encouraged to attend the meeting.

### ***TRAINING ROOM RULES***

The Munster High School Training Room is open:

- When school is in session:
  - Immediately after school
- When school is NOT in session:
  - The trainer and athletic director will determine the necessity of staffing the training room during these times.
- Athletes will be seen by the trainer on a first-come, first-served basis with the following stipulations:
  - Immediate (emergency) care takes priority over preventive or rehab care.
  - During the fall season: the trainer will NOT see freshmen athletes until 30 minutes after the training room opens.
  - Freshmen athletes must give way to varsity athletes.
  - Practicing athletes must give way to athletes in competitions.
  - Athletes practicing or competing after 5:00 p.m. must give way to athletes practicing or competing immediately after school.
- Proper attire is required at all times. Ours is a co-ed training room.
- Athletes in the training room after hours must be directly supervised by a coach.
- Athletes must inform their coach before seeing the trainer.
- Foul language and distracting behavior will not be tolerated.
- All supplies (first aid kits, coolers, tape, etc.) will be issued by the trainer. No athletes are to go in the storage/office area without the permission of the trainer.
- Student trainers are to be supervised by the certified athletic trainer. All athletes are expected to treat student trainers with respect and consideration.



## **WEIGHT ROOM**

The Munster athletic staff strongly believes in the philosophy that an athlete has responsibilities to his/her respected teams year-round. The staff encourages the strengthening of the athlete in-season and out-of-season, to help prevent injuries and to develop strength. The weight room is available to those in-season and out-of-season student/athletes who have a current physical on record in the athletic office and are supervised by a staff member.

## **MUNSTER HIGH SCHOOL CO-CURRICULAR/EXTRACURRICULAR ACTIVITY PLEDGE**

This is a pledge that encompasses my career at Munster High School. This pledge covers the entire calendar year, including summer months when school is not in session.

As a student participant in co/extracurricular activities in Munster High School, I recognize and accept the fact that participating in co/extracurricular activities is a privilege, an opportunity for me to make a significant contribution to my school, my community, and my personal development. Representing the School Town of Munster in co/extracurricular activities places many responsibilities upon me as an individual. In consideration for this, I agree to live by and conduct myself in accordance with the following pledge:

- I. I will not use or possess tobacco, nicotine capable devices, alcohol or illegal drugs while a student in the School Town of Munster.
- II. I will promise to comply with all applicable local, state, and federal laws. I will conduct myself so as not to discredit the School Town of Munster.

### **CONSENT FOR MUNSTER POLICE DEPARTMENT TO SHARE INFORMATION WITH MUNSTER HIGH SCHOOL**

The participant and his or her parents knowingly and voluntarily agree to give permission to the Munster Police Department to share information with the Munster High School administration regarding any illegal activity of the participant that resulted in police action or arrest. The participant and his or her parents understand that this information will be used by the School Town of Munster only for the purpose of enforcing the Pledge and will have no bearing on the participant's academic or behavior record. Nothing herein shall limit the power of law enforcement agencies to prosecute the participant for unlawful conduct.

### **CONSEQUENCES**

The Extracurricular Panel is the disciplinary arm of the co/extracurricular program. It may be composed of the following individuals: Principal's designee, Athletic/Activities Director, Student Assistance Program Coordinator, Counselor, and Coach/Sponsor of the student who is involved with the violation. The Panel shall meet upon request of the principal or after a request has been presented to the principal by the athletic director or coach/sponsor to consider disciplinary cases involving an athlete or co/extracurricular participant. Consequences may be imposed for the following violations:

#### **I. Use, consumption or possession of alcohol, tobacco, nicotine capable devices (including e-cigarettes, hookah, and vaping devices), illegal drugs or substance abuse.**

**1<sup>st</sup> OFFENSE:** Suspension from all sports and/or activities for up to 365 days. The Extracurricular Panel may reduce the suspension to not less than 20% of the entire season/activity if the student and his/her parent or guardian consent to the student's enrollment in an approved counseling and/or drug alcohol program as determined by the Student Assistance Program.

If the student admits to a Pledge violation prior to a full investigation, the Extracurricular Panel may reduce the suspension to not less than 10% of the entire season/activity if the student and his/her parent or guardian consent to the student's enrollment in an approved counseling and/or drug alcohol program as determined by the Student Assistance Program.

If the length of the suspension exceeds the time left in the sport or activity from which the student was initially suspended, the suspension will be extended into the next sport or activity the student joins. If the student fails to complete the entire season of the new activity or sport, the suspension will be reinstated.

- (For example: a student who plays football is found violating the pledge the last week of the football season. Following football, the student decides to wrestle. The suspension would begin the last week of football and continue into the wrestling season. If the student fails to complete the entire wrestling season, his time spent on suspension is nullified and will be reapplied to the next season of sports or activities.)





2<sup>nd</sup> OFFENSE: Suspension from all sports and/or activities for one (1) calendar year. The suspension will commence as of the date on the written statement sent by the school official to the student's parent or guardian. Coaches or sponsors have the discretion to readmit a student in their sport or activity once the suspension is completed.

- Coaches or sponsors have the discretion to readmit a student in their sport or activity once the suspension is completed.

3<sup>rd</sup> OFFENSE: Suspension from all sports and/or activities for the remainder of the student's high school career. This includes offenses committed during a suspension for a first or second offense.

## **II. An act in or out of school, which would otherwise be a felony, misdemeanor, act of delinquency or other acts which would discredit the School Town of Munster.**

1<sup>st</sup> OFFENSE: Suspension from all sports and/or activities for up to 365 days. The Extracurricular Panel may reduce the suspension to not less than 20% of the entire season/activity if the student and his/her parent or guardian consent to the student's enrollment in an approved counseling program as determined by the Student Assistance Program.

If the student admits to a Pledge violation prior to a full investigation, the Extracurricular Panel may reduce the suspension to not less than 10% of the entire season/activity if the student and his/her parent or guardian consent to the student's enrollment in an approved counseling program as determined by the Student Assistance Program.

If the length of the suspension exceeds the time left in the sport or activity from which the student was initially suspended, the suspension will be extended into the next sport or activity the student joins. If the student fails to complete the entire season of the new activity or sport, the suspension will be reinstated.

- (For example: a student who plays football is found violating the pledge the last week of the football season. Following football, the student decides to wrestle. The suspension would begin the last week of football and continue into the wrestling season. If the student fails to complete the entire wrestling season, his time spent on suspension is nullified and will be reapplied to the next season of sports or activities.)

2<sup>nd</sup> OFFENSE: Suspension from all sports and/or activities for one (1) calendar year. The suspension will commence as of the date on the written statement sent by the school official to the student's parent or guardian.

- Coaches or sponsors have the discretion to readmit a student in their sport or activity once the suspension is completed.

3<sup>rd</sup> OFFENSE: Suspension from all sports and/or activities for the remainder of the student's high school career. This includes offenses committed during a suspension for a first or second offense.

For school-related violations, the student is subject to the penalties imposed by school officials. The coach/sponsor and/or the Extracurricular Panel have the discretion to impose additional penalties for school rules that are violated.

## **CONSEQUENCE CONFERENCE**

Consequences may be imposed after the co/extracurricular participant is afforded an opportunity for a conference, conducted by the Extracurricular Panel, which includes:

- A written or oral statement of the charges against the extracurricular participant;
- If he/she denies the charge, a summary of the evidence against the participant;
- An opportunity for the participant to explain his/her conduct.

If the Extracurricular Panel decides that a consequence set forth above should be imposed against the participant at the conclusion of the hearing, the Extracurricular Panel will, with 24 hours of the hearing, or such additional time as is reasonably necessary, send a written statement to the student's parents or guardian describing the conduct, misconduct or violation of the rule or rules, the reasons for the action taken by the Extracurricular Panel, and the consequence imposed. The participant may appeal to the High School principal within 48 hours of receipt of imposed penalty.

## **DRUG PROGRAM AND TESTING**

The participant recognizes that alcohol abuse and illegal drug usage is a serious and real threat to the safety, welfare, and best interests of fellow students and students participating in co/extracurricular activities. Such abuse and usage have long been recognized and known to increase the risks of illness and injury to the user as well as others. In an effort to promote and preserve the educational value of co/extracurricular activities and to set an example for others in an effort to promote a student environment free of alcohol and illegal drug use, the student participant requests and consents to be a participant in the School Town of Munster's Drug Education and Testing Program which can require randomly selected samples of urine to be tested for illegal drugs and alcohol. By participating in this program, the student participant requests and consents to be randomly selected for this drug testing



## STUDENT/PARENT SIGNATURES

The granting of athletic and student achievement awards is determined solely by sponsors, coaches and school officials. These awards are a symbol of my continuing contribution to my school, my community and myself, and as such, may be recalled at any time during my high school tenure if my personal conduct should be deemed as bringing discredit to Munster High School.

The sponsors, coaches, school officials, IHSAA and DSA rules and regulations have sole authority over my eligibility in extracurricular activities, and that the aforementioned have the prerogative to deny co/extracurricular privileges to me should they deem that my personal conduct so warrants. This may include suspension or expulsion from student co/extracurricular activities. I have read the terms of this pledge and understand what is expected of the participant including random drug testing, along with the consequences of school/ pledge violations.

## **PART VII: DRUG EDUCATION AND TESTING**

### **CONSENT TO SCHOOL DRUG TESTING**

Illegal drug usage has found its way into all activities within our school and is a serious threat to the safety, welfare, and best interests of Munster students. Such usage has long been recognized and known to increase the risk of illness and injury to the users as well as others. In an effort to promote and preserve the educational value of all school activities and to promote a student environment free of illegal drug and alcohol use, the Board of School Trustees is encouraging all students to participate in its Drug Education and Testing Program. If the student agrees to participate in this testing program, the test results will be held in confidence between the principal, student and parent, and any positive result from the testing will not be the basis of any school penalty, suspension or expulsion, except for extracurricular disqualification or suspension. Contact the assistant principal for consent forms.

### **DRUG EDUCATION & TESTING PROGRAM**

The Board of Trustees of the School Town of Munster passed and adopted the following Drug Education and Testing Program for its students who elect to participate in extracurricular activities, co-curricular and interscholastic athletics, for the School Town of Munster.

#### **I. Purposes and Goals:**

These activity programs at the School Town of Munster are an integral part of the school system. The recognized value of participation to the student's personal development has given these activities a high priority in the total school program and in the school community. An important goal of these programs is to develop an individual who demonstrates overall positive behavior both for himself and others. In these activities, close contact between sponsors and coaches and the participants provides sponsors and coaches with the unique opportunity to observe and assist those participants in improving both interpersonal and academic skills and in promoting the participant's general well-being.

The School Town of Munster, Board of Trustees, and the school community recognize that the use of alcohol and unlawful drugs and the problems associated with their use are becoming increasingly commonplace in our society and among our youth. Alcohol and drug usage is incompatible with the goals of and participation in activities within the School Town of Munster. Such usage has long been forbidden by school rules and policies, extracurricular activity rules and policies, and interscholastic sport associations and training rules. It is well documented and accepted by members of our school community and educators and parents throughout the United States that the use of alcohol and drugs increases the risk of injury, not only to the individual user, but to others as well. Further, the use of alcohol and drugs can significantly impair the positive benefits to be received by all participants in the programs.

Input from the community, school administrators, teachers and student body has been received by the Board of Trustees and the School Town of Munster has been requested to take affirmative action against the use of alcohol and drugs by students participating in all extracurricular, co-curricular and student activities. Each and every student who elects to participate in these activity consents to this drug-testing program and recognizes that the policies promulgated and established promote the best interests of the student body. Those students who choose to participate in these activities will participate subject to signing a pledge and to drug testing as prescribed by this policy.

The purposes and goals of this program are to prevent drug and alcohol usage, to educate students as to the serious physical, mental, and emotional harm caused by drug and alcohol abuse and usage, to prevent injury, illness, and harm as a result of drug and alcohol abuse and usage, and to maintain at the School Town of Munster schools an educational environment free of alcohol and drug usage and abuse. The student who participates in these activities will receive instruction on the dangers of alcohol and drug usage and abuse as part of the program to educate and encourage students to respect their bodies, to develop and cultivate those skills unique to the activities offered by the School Town of Munster, and to continue throughout their lives to participate in such activities. The testing program is intended to be an integral part of the overall educational scheme of the School Town of Munster. The purpose of the program is not disciplinary in nature, but rather is intended to be a non-criminal, educational and rehabilitation program. Participation in this program, which would give rise to voluntary submission to alcohol or drug counseling, shall not result in suspension or expulsion from school.



An explanation of this program shall be made available to all students and parents, and testing shall be conducted through a reliable and accredited laboratory. The collection of testing samples shall be done in a manner that insures both the privacy of the individual and the reliability of the sample. To achieve these goals and for the safety, welfare and best interests of the students of the School Town of Munster, this drug policy has been adopted.

## II. Education and Testing Program:

The Drug Education and Testing Program includes the following:

1. The sponsor or head coach of any interscholastic activity will require the attendance of all prospective members at one or more drug education sessions.
2. Each activity member or participant shall be provided with a pledge form, which shall be signed and dated, by the participant and his or her parent or guardian before the participant is eligible to be a member of the activity. The pledge shall specifically include consent by the participant of the activity to drug testing by urinalysis.
3. The selection of an individual participant to be tested will be done randomly. Each member will be assigned a number. On being selected for testing, each participant will be required to provide a sample of his or her urine at a time and site selected by the building principal. The collection of the samples will be done in a non-offensive manner that insures the integrity of the sample. The school official who supervises the sample collection will not physically observe the giving of the sample, which will take place in a secured enclosure. Recordation of appropriate information to insure a proper chain of custody record will begin at the time the sample is collected. The samples will then be turned over to the testing laboratory and each sample will be tested.
4. The laboratory will report the results of the test only to the Medical Review Officer (MRO), an individual not associated with Munster High School or the community, who is responsible for contacting the student and his/her parents regarding the test results. If the test is positive, the MRO will determine if there are any medical explanations for the substance to be present in the student. If the MRO establishes that there is no medical reason for a positive result, he will then contact the principal, who will then contact the student and/or his/her parents.
5. The test results of the participants shall be kept by the building principal and made known to no one except the student's sponsor or head coach, the student, the program coordinator, and the student's parent or guardian.
6. If any test of a participant under this program is determined to be "positive" by the laboratory, the student and his parent or guardian shall be advised of the test results, given the explanation of the type of substance which was found, and the health hazards involved in the use of such substance. If the student or student's parent or guardian desires, they may have the remaining portion of the sample, if any, analyzed. If the student and parent or guardian desire to have additional testing performed, they shall bear the responsibility and cost of such testing. The student and parent or guardian shall be given the opportunity to explain any conditions or factors, which refute or mitigate the testing results.
7. If any test of a participant is determined to be "positive" and not satisfactorily explained by the student and the parent or guardian, the participant shall immediately become ineligible to participate in athletic and/or extracurricular activities of the School Town of Munster, and the participant's suspension from these activities shall be governed by the same rules as contained in the extracurricular pledge which are more specifically set forth. Once a participant tests "positive", the School Town of Munster reserves the right to continue testing at any time while the participant elects to participate in athletic or extracurricular activities.



# SCHOOL TOWN OF MUNSTER COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

The Compliance Plan serves students, parents, employees, applicants for employment and programs within the School Town of Munster, hereinafter referred to as "Munster."

1. Munster assures students, parents, applicants for employment, and employees that it will not discriminate against any individual.
2. The following are designated as Section 504 compliance coordinators:  
Student/Parents: Director of Exceptional Needs  
Employee/Applicant for Employment: Assistant to the Superintendent.
3. Parents are provided procedural safeguards, which are included in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
4. An impartial hearing and appeal are provided upon request. Procedures are detailed in the "Notice of Parent/Student Rights in Identification, Evaluation and Placement."
5. Notice to students, parents, employees and general public on nondiscrimination assurances and parent/student rights and identification, evaluation and placement will be disseminated annually in the following manner:
  - a) Public service announcement in local newspapers;
  - b) Announcement in local school systems; and,
  - c) Posted notice in each public school building.
6. Munster has established the following local grievance procedure to resolve complaints of discrimination with regard to employment:
  - a) An alleged grievance under Section 504 must be filed in writing fully setting out the circumstance-giving rise to such grievance.
  - b) Such claims must be made in writing and filed with the following individuals:  
Compliance Officer  
8616 Columbia Avenue  
Munster, Indiana 46321
  - c) A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
  - d) The coordinator(s) will appoint a hearing officer who will conduct the hearing within a reasonable time after the request was received.
  - e) The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of the hearing.
  - f) The hearing may be conducted by any party, including an official of the local school district, who does not have a direct interest in the outcome of the hearing.
  - g) The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues raised under Section 99.21 of FERPA. The parent, student or employee may, at his or her own expense, be assisted or represented by individuals of his or her choice, including an attorney.
  - h) The local school district shall make its decision in writing within fifteen (15) days after the hearing.
  - i) The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.  
Ref: FERPA 34 CFR Part 99; EDGAR 34 CFR 76.734; IDEA 34 CFR 300.560-576
7. Munster will conduct an extensive annual "child find" campaign with the goal to locate and identify all Section 504 qualified handicapped individuals (ages 0 to 21) who reside within the participating school districts.
8. Munster will inform all handicapped persons and their parents or guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Special Education Regulations (Article 7) and the Individuals with Disabilities Education Act (IDEA).

## POLICY ON THE TREATMENT OF INDIVIDUALS WITH DISABILITIES AS PER SECTION 504 OF THE REHABILITATION ACT OF 1973 AND THE AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the School Town of Munster not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school corporation.

Inquiries regarding compliance with this policy should be directed to School Town of Munster, Exceptional Needs Department, 8616 Columbia Ave, Munster, Indiana 46321, (219) 836-9111.



# **CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY/ NONDISCRIMINATION STATEMENT**

The School Town of Munster does not discriminate on the basis of race, color, national origin, sex (including sexual orientation, transgender status, and gender identity), disability, age, religion, military status, ancestry, or genetic information which are classes protected by Federal and/or State law occurring in the Corporation's educational opportunities, programs and/or activities affecting the Corporation environment. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to:

Assistant Superintendent  
School Town of Munster  
8616 Columbia Avenue Munster, Indiana 46321 (219) 836-9111  
Section 504 Coordinator (Employees) Title VI Coordinator (Race, Color, Creed, National Origin, and  
Limited English Proficiency)

Director of Exceptional Needs  
School Town of Munster  
8616 Columbia Ave  
Munster, Indiana 46321  
Section 504 Coordinator/ Americans with  
Disabilities Coordinator (Students)

Any other information concerning the above policies may be obtained by contacting the Superintendent, 8616 Columbia Avenue, Munster, Indiana 46321,  
and (219) 836-911



