



**Maharishi Middle/Upper School  
Student and Parent Handbook  
2019-2020**

Revised August 2019



Dear Maharishi Middle and Upper School Students and Parents,

We are very happy to welcome new and returning students and parents to Maharishi Middle and Upper Schools. We look forward to a successful year of academic progress and rapid development of both individual and collective consciousness.

In the mid-1970s the founder of the TM program and our School, Maharishi Mahesh Yogi, was asked what he considered the most important values in various fields of life. His insight into organizational management and natural law itself yielded his Fundamentals of Administration:

- Responsibility
- Stability
- Communication
- Adaptability
- Creative Intelligence

*Communication* is the foremost purpose of this Middle and Upper Schools *Student and Parent Handbook*. Our goal is to provide all of the necessary information to establish a frictionless flow of communication among students, parents, teachers, and administrators through our policies, procedures, schedules, contact information, forms, and more.

We hope you will find this *Handbook* to be well organized and useful in the daily life of our school.

If you have any suggestions for additions or revisions, please contact the School administrators.

With best wishes,

Maharishi Administrators and Board of Directors

NOTE: Policies and procedures are subject to change over time. These will be updated in the electronic version of this *Handbook* on our website.

## READY REFERENCE GUIDE

### Telephone Numbers

- Main School Number 641-472-9400...then
- Central Office 1 or Ext. #5060
- Admissions 2 or Ext. #5076
- Student Accounts 3 or Ext. #5102
- Human Resources/Facilities 4 or Ext. #5096
- Athletics/Physical Education 4 or Ext. #5096
- Enrollment Management Office 7 or Ext. #5537
- Development Office 8 or Ext. #5070
- Administrative Director Ext. #5108
- Head of School Office Ext. #5080
- Lower School Director Ext. #5103
- Middle/Upper Assistant Director Ext. #5062
- Academic Director/MS/US Director Ext. #5321
- Academic Counselor Ext. #5067
- Registrar Ext. #5703

### Who to Call

*Contact Central Office regarding:*

- All attendance or tardiness matters and messages for students or teachers

*Contact the Middle and Upper School Division Director regarding:*

- Middle and Upper School concerns that impact student progress and well-being

*Contact the Administrative Offices regarding:*

- General Information
- Employment
- Tuition Cost and Payment
- Financial Aid
- Student Accident Insurance
- Safety Concerns

*Contact the Admissions Office regarding:*

- Admissions
- Tours

*Contact the Registrar's Office regarding:*

- Transcripts
- Withdrawal

*Contact the Athletics/Physical Education Office regarding:*

- Physical Education and Sports Programs
- Recreation Center

*Contact the Development Office regarding:*

- Fundraising Activities and Donations

### Important Notice

Maharishi School reserves the right to change at any time without prior notice, programs of study, course offerings, academic requirements, the academic calendar, codes of student conduct, tuition and other fees, policies, and procedures. The School will determine the times at which all such changes are effective. Changes may apply not only to prospective students but also to those who are already enrolled in the School. The school will make every effort to seek input from parents and other stakeholders before making important changes and to communicate in a timely manner with parents and students.

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# **I. Communication**

## **Mission Statement**

To create an innovative Consciousness-Based educational environment where students think deeply and become creative, compassionate, contributing citizens of the world.

## **Accreditation**

Maharishi School is accredited by the Independent Schools Association of the Central States (ISACS) and is a member of the National Association of Independent Schools (NAIS). Grades K-6 hold traditional accreditation with the Iowa Department of Education, which also awarded Grades 7-12 college preparatory accreditation in recognition of the high percentage of graduates accepted at four-year colleges and universities.

## **Who to Contact**

The faculty and administration of Maharishi School wish to be as helpful and responsive as possible to both parents and students. The School encourages students and parents to seek the most appropriate channels of communication to answer any questions or requests, so that their needs may be quickly and easily met.

The main principle in using the School's channels of communication is—whenever there is a question on School programs, policies or procedures, first determine whether it has to do with the School's academic programs or has to do with the School's administrative departments.

When parents have a concern, they should deal first with the person who is most directly responsible for helping to identify a solution. This means that for most issues, the first point of contact is the classroom teacher. If the problem cannot be resolved at the level of the classroom, then that teacher, together with the concerned parent, should take the issue to the next higher level. In the case of the classroom teacher, this would mean that the teacher and the parent (plus the student, if appropriate) would meet with the Academic Director or Division Director. The Co-Head would generally get involved only with matters of serious concern, perhaps involving expulsion, or legal implication, such as harassment or a safety concern, that have not been resolved through the regular process. Needless to say, the director is always available for general concerns, suggestions or queries, as are the other administrators.

As a general principle, rather than talking about someone, it is important to speak openly with people in an atmosphere of trust and transparency, and with an emphasis on respect and solutions.

## **Campus Security**

If for any reason parents or others are unable to reach the School by telephone in an emergency, Campus Security may be contacted to deliver a message or respond to an emergency. Campus Security can be reached at 641-472-1115 at any time, day or night.

## **Daily Schedule**

8:00 am	Students begin arriving at School. Students arriving earlier are not supervised.
8:20–11:30 am	Morning classes and meditation (second period) for Middle and Upper Schools
11:30–12:15 pm	Middle and Upper School Lunch

12:15 pm	Afternoon classes begin for Middle and Upper School
2:40 pm	Beginning of afternoon program in the Hall of Bliss
3:20-4:30 pm	Project Period (T, W, TH) and Physical Education (M, F)

### **Weekly Parents' Newsletter**

Every Friday, a newsletter is emailed to parents of Middle and Upper School students. This newsletter contains news of upcoming events at the School, as well as information about student accomplishments. Please refer weekly to this memo to keep current with what is happening at Maharishi School. If you are not receiving the e-newsletter, please contact the Middle/Upper School Division Director.

### **Messages**

Messages for students may be left with the Central Office and will be relayed to the student's classroom in a timely manner. Only in emergency situations will the office manager interrupt the student's class to deliver a message immediately. Parents should not go directly to classrooms or call their student's phone.

### **School Closings Due to Inclement Weather**

School closings/openings are posted on the School website at [www.maharishischool.org](http://www.maharishischool.org), and broadcast on radio KMCD/KIHK (1570 AM, 95.9 FM), and on the internet at [www.exploreseiowa.com](http://www.exploreseiowa.com). Please do not call the School, Maharishi University of Management switchboard, or the radio station.

**Please Note:** Maharishi School does not automatically close when the Fairfield schools close for bad weather. If possible, the status of School classes will be announced before 7:00 am. However, occasionally a decision will be made later. If in doubt, please listen until 8:00 am.

### **School Pictures**

Individual pictures are taken each year, usually in early fall. Parents will be notified in advance of the schedule for school pictures. Picture packages will be available for purchase.

### **Role of Parents at Maharishi School**

A student progresses most rapidly when parents and the School work together with a common commitment, understanding, and educational approach. Working together within the context of Consciousness-Based education enlivens a nourishing, coherent, and consistent environment in which students can grow toward enlightenment and develop their full potential. This includes helping them to maintain a well-balanced daily routine, overseeing their homework and academic progress, and providing positive guidance in their social life. Parental support of the School's educational philosophy and policies is vital and plays an integral part in realizing the cherished goals of the School community.

**1. *The role of the parent... as the foremost guide, supporter, and model of your child's growth.*** You are your child's first and most important teacher. Your active involvement in their progress—academic, physical, emotional, and social—is the greatest investment you can make in their lives. The School encourages you to communicate daily about school experience, to monitor your child's academic status on RenWeb, and to communicate regularly with teachers and administrators, especially if you have any concerns. You can contact them directly by phone or email, or use the School's Communication Form: <https://maharishischool.org/our-community/parents/communicating-with-the-school/>

**2. *The role of the parent... as collaborator with teachers.*** The collaboration of parent and teacher is essential in any school. That partnership is especially powerful in the context of Consciousness-Based education. We share the same fundamental goal: the maximum happiness and growth of the child—in every aspect of his or her life. Parents are strongly encouraged to be supportive of the School or a teacher in front of a child. If your own child or another child brings up a concern or criticism, we ask that you listen and support the child without opposing the teacher or the School. Then find out from the teacher what can be done together to address the actions and the feelings of the child. This approach protects the very precious teacher-student relationship, and reinforces our core values of Respect, Responsibility, Solutions, and Service.

**3. *The role of the parent... as supervisor of children and youth outside of school.*** Outside of school and after school hours, parental supervision is expected to ensure that children in the community have the attention they need to be safe and engaged in constructive activities. The School strongly advocates that all children through high school have adult guidance and supervision at all times. It is especially valuable for parents at each grade level to communicate common expectations and standards for behavior. Parents, working with School personnel, can promote all students using their time productively, in ways that further their growth.

**4. *The role of parents...as supporters of the School.*** Maharishi School does its best to accept all children in the community with demonstrated financial need. We appreciate the contributions parents can provide to help raise funds and volunteer where needed. Examples include shelving library books, chaperoning and/or driving to extracurricular events, or, of course, raising money to offset the cost of school activities such as Destination Imagination or rocketry. If you have questions about this program, please call the School Development office at 641-472-0094 to see how you can help.

**5. *The role of the parent... as a knowledge resource.*** Many parents in the community have expertise that is valuable for Maharishi School students. Parents who would like to volunteer as guest lecturers or consultants in appropriate classes are invited to contact your child's teacher or Division Director if you are interested in sharing your knowledge with the students of Maharishi School.

**6. *The role of the parent... as participant in parent-teacher meetings.*** Your involvement is a message to your child that you care about his or her education. For these reasons the School strongly encourages parental attendance at the Orientation meeting at the beginning of the year, at Parents Nights, and at other School gatherings. We invite all parents to be involved in our Parent Teacher Student Association, newly revamped to focus on ensuring that parents play an active role in identifying priorities and finding creative solutions to challenges.

## **Core Values**

### ***RESPECT***

In our words and actions, we treat others with the respect they would want and expect to receive.

### ***RESPONSIBILITY***

We accept responsibility for our own thoughts, words, and actions.

### ***SOLUTIONS***

Whenever confronted by challenges or problems, we seek creative solutions. “Don’t agonize, organize.”

### ***SERVICE***

We seek to serve others and be good stewards of our environment. The world is our family, and the world is our home. When we transcend, we enliven coherence in collective consciousness and balance in nature.

***TRANSCENDING***: the foundation for living our Core Values

Our daily practice of transcending builds depth in our thinking, knowledge, and relationships, and provides the support of Natural Law to fulfill our goals, desires, and Core Values.

## **II. Consciousness-Based Education: Experience, Curriculum, and Instructional Strategies**

Maharishi School’s distinctive feature is called Consciousness-Based Education (CBE). What is Consciousness-Based education? How is it unique? What does it look like in action?

### **The Nature of Consciousness**

We can define consciousness as how *awake* we are, to ourselves and our environment. Some days we are at the peak of our game, feeling wide awake, creative, energetic. Other days—even times of days—not so much. We feel tired, stressed, or closed down.

So we know from experience that consciousness is variable. You could have the best school in the world—great teachers, academics, facilities. But if students arrive with sleep deprivation or anxiety, fatigued and distracted, both teaching and learning will be a strain.

At Maharishi School, we put consciousness first. When students—and their teachers—are maximally rested and alert, every part of the education experience is optimized. How do we achieve that wakeful state?

### **Twice Daily Investment: Research in Consciousness (RC) Program**

Every morning and afternoon our students invest in rest. And that makes all the difference. We call this their Research in Consciousness (RC) program.

#### **Maharishi Yoga**

RC starts with a simple set of yoga asanas or postures that help dissolve physical stress and improve flexibility, balance, and muscle tone.

#### **Pranayama**

Next is an easy breathing technique called pranayama. Research has shown that it oxygenates the blood, lowers blood pressure, and reduces anxiety.

#### **Maharishi Transcendental Meditation<sup>SM</sup> Technique**

The next, and most important part of the RC program, is the practice of the Transcendental Meditation technique by students and teachers alike. Called “T.M.” for short, this natural effortless mental technique allows the mind to settle from the incessant activity on the surface to a quiet experience of restful alertness inside. That inner silence is a part of each of us, effortlessly experienced through this specific technique.

And it is more than just quiet. When we transcend, we tap into a vast reservoir of intelligence, creativity, and energy. Just as watering the root of a tree brings nourishment to all the branches and flowers, diving deep within the mind through the practice of the Transcendental Meditation technique enriches all areas of the student's life. Research has shown improved academic performance, reduction in anxiety and depression, and more coherent brain functioning. And that's the brain they use the rest of the school day.

### **CBE Curriculum and the CCLS Class**

In addition to the Research in Consciousness program, we offer a special class that introduces the unique CBE curriculum. It is called "Consciousness, Connections, and Life Skills," or CCLS. In this class, students are given a solid understanding of their practice of the T.M. technique and the development of consciousness. In addition, we share a curriculum that illuminates universal principles at work in every aspect of life. Students see these principles or qualities in their own life, in nature, and in all of their other academic subjects.

Like "Every action has a reaction," which we know from science. But it's also true of mathematical equations, characters in a novel, and governmental responses to social issues. Making these underlying connections develops a habit of deep thinking in our students: seeing that the myriad details of knowledge on the surface have common roots. That's our CBE way of solving the problems of relevance and fragmentation of knowledge in formal education.

### **Maharishi Ayurveda: Natural Healthcare System**

Another aspect of the CCLS class is the study of a comprehensive natural healthcare system called Maharishi Ayurveda (MAV). Students learn the basic framework of this ancient approach to holistic health, how each person's physiology is unique, and how to establish balance as a foundation for health, optimal performance, and longevity.

### **Maharishi Self-Pulse<sup>SM</sup> Assessment**

One interesting aspect of MAV is Maharishi Self-Pulse assessment. All students ages 12 and older receive instruction in this quick, simple way to monitor one's own internal state. After their RC program in the morning and at other times during the school day, students take a few moments to feel their own pulse. This self-referral activity has been found to be very helpful in learning to detect subtle changes in their physiology, which can be addressed through diet, exercise, daily routine, and other modalities of MAV.

### **Life Skills: Social-Emotional Learning**

The CCLS class also introduces a variety of topics related to social-emotional learning (SEL). These are practical skills that are expected but are often untaught in schools. At Maharishi School, students explore and develop skills in: making first impressions, using active listening, understanding mindsets, cultivating curiosity and grit, among many others. Along with their TM practice for optimizing consciousness, students will carry these SEL skills into their college and careers, a truly holistic preparation for dynamic success.

### **Advanced Meditation: The Maharishi TM-Sidhi<sup>SM</sup> program**

The students' repeated experience of the quiet, simplest state of their own awareness in the Transcendental Meditation technique forms the basis for their advancement to the TM-Sidhi program. This optional advanced program develops the ability to think and act spontaneously from that quiet level of pure consciousness.

Beginning in grade 7, students may apply to learn the TM-Sidhi program. Students age 13–14 are eligible to apply for the Youth Invincibility Course (YIC). Students age 15 or over are eligible to

apply for the Center Invincibility Course (CIC). Students practice these programs together before and after school as part of their regular daily schedule.

### **CBE Instructional Practices**

Consciousness-Based Education is for teachers too. Not only do they also practice the Transcendental Meditation technique and yoga twice a day, but CBE includes instructional principles, strategies, and tools.

This body of teaching principles, derived from our founder Maharishi Mahesh Yogi, forms the common core of teaching philosophy and practice at Maharishi School. These points were compiled from many sources of Maharishi's teaching about education and are organized according to the five Fundamentals of Education he identified:

- Receptivity
- Intelligence
- Knowledge
- Experience
- Expression

Every new teacher is trained in these Principles and they are often cited in ongoing professional development. Parents can also learn about the Principles in workshops that are offered periodically by the School administration.

When these teaching fundamentals are fully enlivened, learning is engaging, enjoyable, successful, and fulfilling. The learning environment is structured to support and nourish all students regardless of learning style, abilities, background, or gender (*Receptivity*). Primary emphasis in teaching practice is given to providing comprehensive learning experiences for all students through the cycle of: knowledge–action–achievement–fulfillment (*Intelligence* and *Knowledge*). Students are encouraged to actively work with the knowledge they are gaining (*Experience*), and to share it with others in a variety of ways (*Expression*). When these Consciousness-Based Principles of Teaching are lively in the life of the School, the hallmarks of ideal education are developed: enthusiasm for learning, relevance of knowledge, and strong rapport between students and teachers.

### **Course Overview Charts**

Each course taught in Middle and Upper School has a Course Overview Chart, which shows the unit topics for the entire course. These charts provide a timeline allowing the student to appreciate the sequential unfoldment of the knowledge of the course.

### **Summary**

As a result of Consciousness-Based Education, students come to understand the deeper underlying connections among all the subjects they study and how they are different expressions of their own intelligence. They begin to feel at home with everything and everyone. This growth of self-confidence and self-sufficiency provides the basis for a balanced and integrated personality. As stated in our mission statement, "...to become creative, compassionate, contributing citizens of the world."

## **III. Traditional Academic Curriculum**

## **Philosophy**

Maharishi School strives to provide a high quality college preparatory academic program in combination with the Consciousness-Based technologies, curriculum, and instructional methods. The academic curriculum includes the study of mathematics, science, language arts and literature, social studies, physical education, art, drama, and music.

## **Assessment**

The purpose of assessment at Maharishi School is twofold: to monitor and encourage continuous improvement and to hold students, teachers, and the School accountable for expected standards of academic achievement.

Assessment at Maharishi School occurs in two ways. Formative, ongoing assessment is conducted by each teacher in a variety of ways on a daily basis: oral questions, discussion, homework assignments, quizzes, participation in projects and learning activities, and more. Summative assessment occurs at the end of a unit or quarter or semester and at the end of the year. The final exam counts for no more than 12% of the second semester average and serves primarily to help students see the big picture (what Maharishi calls the wholeness) and to comprehensively review the major concepts covered in the course.

Maharishi School faculty and administrators seek to incorporate innovative, research-based assessment methods, including rubrics, authentic assessment, and alternative assessments to match students' special needs.

The School also administers nationally normed standardized testing to assist with individual student, grade level, and institutional evaluation. These include the Comprehensive Testing Program for Lower and Middle School, Test of English as a Foreign Language, and the PSAT and SAT, among others. We do not "teach to the test," but will orient students to the structure of the test.

## **Quarter System**

The academic year is made up of four quarters of approximately nine weeks each. Each Upper School day includes six required classes and one project and physical education period. The academic day includes morning and afternoon group practice of the Transcendental Meditation and TM-Sidhi programs, followed by physical education classes. For students participating in interscholastic sports, practice starts at 4:30 pm.

## **Project Period**

In addition to completing required courses in math, science, language arts, social studies, foreign language, and CCLS (formerly named SCI), Upper School students choose from a variety of elective projects. Some examples of project choices are: Studio Art and Portfolio, Rocketry, Ceramics, Speech and Drama, Fashion Design, and Robotics.

## **Required Academic Courses**

The course offerings that follow represent the standard sequence for Middle and Upper School students, although changes may occur for individual students.

### **Grade Seven**

- Mathematics
- Social studies
- Language Arts
- CCLS
- Earth Science
- Art
- Physical Education

**Grade Eight**

- Pre-algebra or algebra
- Social studies
- CCLS
- Physical Science
- Art
- Language Arts
- Physical Education

**Grade Nine**

- Language Arts
- Computer Science
- Algebra I or Geometry or Algebra II
- Biology
- Elective Projects
- CCLS
- Global Studies and Geography
- Spanish I
- Physical Education/Sport

**Grade Ten**

- World Literature
- Geometry or Algebra II or Pre-Calculus
- Chemistry
- World History
- CCLS
- Elective Projects
- Physical Education/Sport
- Spanish I

**Grade Eleven**

- American Literature or AP English Language & Composition
- American History or AP US History
- Algebra II or Pre-Calculus or AP Calculus
- Physics or AP Physics
- Spanish II
- Physical Education/Sport
- CCLS
- Elective Projects

**Grade Twelve**

- Advanced Topics in English and Composition or AP English Literature & Composition
- Financial Literacy and Economics or AP Microeconomics
- American Government (semester)
- Pre-Calculus, AP Calculus or Statistics
- Anatomy & Physiology
- College Preparation (semester)
- Elective Projects
- World Religions or AP Psychology (semester)
- CCLS
- Physical Education/Sport

**NOTE:** In order to graduate from Maharishi School students must attend the School for their entire senior year.

Minimum graduation requirements include:

- English 4 credits
- Social studies 4 credits
- Math 3 credits (minimum level: Algebra II)
- Science 4 credits
- CCLS 4 credits (or one for each year at School)
- Projects 3 credits (or one for each year at the school)
- Physical Education 2 credits
- Transcendental Meditation 4 credits (pass-fail)

- World Language 2 credits
- Computer Science 0.25 credit

### **Computer Applications**

In Middle School, students use Chromebooks provided by the school. Each Upper School student is required to have a laptop computer that they can use in school virtually every day. Students develop keyboard and word processing skills and are introduced to computer research techniques, basic programming, desktop publishing software, specific academic applications and research skills.

### **Resources**

The School has a library for Lower School in addition to subscriptions to online resources for research. Middle School classrooms contain libraries and, in addition, textbooks and other resources, such as Chrome Books and calculators, are assigned to students each year. *If these resources are lost or damaged, replacement costs must be covered.* Outstanding fines will be added to student accounts.

### **Physical Education Courses**

Maharishi School's health-related physical education program, based on the principles of the Maharishi Ayurveda program plus national standards for physical education and health, allows the student to learn specific athletic skills while moving towards full development of mind-body integration through dynamic activity and personal and group instruction. Students take physical education and can also participate in interscholastic sports.

### **Interscholastic Sports**

Maharishi School encourages interscholastic athletic competition in a variety of sports, offered by our school or in sharing programs with Fairfield High School. The sports options may include soccer, track and field, tennis, golf, and volleyball. These programs also provide an opportunity for the entire community to support and contribute to the spirit of unity that prevails at these events.

### **Academic Competitions**

Maharishi School encourages friendly competition among its students for the purpose of developing and expressing excellence.

In the Middle School, students enjoy participating in competitions such as regional science or history fairs, Young Writers, Scholastic Art, American Junior High School Math Exam, and Destination Imagination.

In the Upper School, students complete a project or prepare a performance or portfolio for interscholastic competitions in science, math, history, or the arts. Most popular among these competitions are Team America Rocketry Challenge and the NASA Student Launch Rocketry competitions, robotics, speech and drama, plus Destination Imagination.

### **Honors and Awards**

- **National Honor Society:** Students in grades 10,11 and 12 are eligible for membership based on qualities of academic scholarship, high moral character, an attitude of servitude and leadership abilities. For the scholarship criterion, a student must have a cumulative GPA of 3.3 or better on a 4.0 scale. The student must also have a 90% average in Research in Consciousness.

- **Alex Grace and Pioneer Awards:** At the culmination of each school year academic and special awards are given. The Middle School Alexander Grace Awards and the Upper School Pioneer Awards are given to the boys and girls who represent the highest ideals of Maharishi School. Pioneer Award recipients deliver the graduation addresses.
- **Valedictorian and Salutatorian:** At the end of the year outstanding seniors are chosen to be honored as valedictorian and salutatorian of their graduating class. The valedictorian is the student with the highest grade point average and the salutatorian is the student with the next highest grade point average. The valedictorian and salutatorian are honored at the graduation ceremony. If GPA is too close, dual awards are given.
- **Hall of Fame Award:** This award is given at the Awards Ceremony preceding graduation to seniors who have displayed outstanding athletic achievement during his or her high school years.
- **Paul Eskenazi Award:** This award is presented at the Awards Ceremony to the senior who has displayed motivation and dedication to sports throughout his or her school years.

## IV. School Policies

### Student Behavior Off Campus

The development of consciousness is a 24-hour, seven-day-a-week enterprise. The supervision and safety of students outside of school is primarily the responsibility of parents. However, School personnel are also concerned about student behavior outside the school day, so it falls within the jurisdiction of the School to apply disciplinary consequences as described in "School Policies." For example, students participating in sports and speech teams are representing Maharishi School and agree, as a condition of participation, not to use or be in the presence of alcohol or non-prescribed drugs. The School will take disciplinary action where serious and/or repeated misconduct in or out of school compromises the safety and purposes of the school environment.

### Student Support Services

Students who have learning difficulties, unsettled classroom behavior, or other problems of concern to teachers or parents may be referred by their teachers to the Academic Director, who will initiate a system of support that may include observations, assessment by an educational psychologist, counseling or a modified academic program. Parents may also request support by contacting the Academic Director with concerns. The student's teachers will be involved in assessing the situation and in collaborating with parents and the student to find workable solutions. This may include attention on the student's Transcendental Meditation program.

### Dress Code Policy

The School's dress code policy is that every student must be in appropriate uniform whenever he or she is in the School facilities. Students should also be in appropriate dress for School-sponsored activities (as a participant or spectator), including field trips, academic competitions, and social and recreational events.

### General Points

To maintain a coherent and neat appearance, the following points will be observed by all Maharishi School students:

- Uniforms are required to always be clean, properly fitting, and in good repair.
- Students are expected to remove hats when indoors.
- Only uniform sweaters can be worn during school hours.
- Only ear and nose piercings are allowed.

### **School Uniforms**

Uniforms are required of all Maharishi School students. Please mark all uniform items with the student's name. If students are out of uniform during school hours, they will be asked to change before attending class and may be sent home.

Uniform items include:

#### **Pant or Skirt options:**

- Plaid uniform skirt (three styles available at Lands' End). Skirts must be of a reasonable length. Skirts can be worn with navy or black leggings, tights or socks
- Navy uniform pants (Lands' End), see choices online
- Khaki uniform pants (Lands' End), see choices online

#### **Blouse or Shirt options:**

- White, woven long or short sleeve blouse with pointed collar OR polo shirt with school insignia in grey, blue or green (see Lands' End)
- White long or short sleeve button-down collar shirt
- Brown or black belt

#### **Sweater Options:**

- Maize button-front drifter cardigan sweater (Lands' End)
- Maize cable hooded sweater (Lands' End)
- Maize or white fine gauge cardigan (Lands' End)
- Evergreen drifter zip-front cardigan sweater (Lands' End)
- Evergreen Fleece T-100 Half-zip with optional logo (Lands' End)
- Cardigans or pullovers without turtlenecks (single color, no hoods, without striping, patterns or logos) in the following colors: evergreen, navy, white, yellow, light grey, medium grey
- Maharishi School logo spirit-wear sweatshirts (Lands' End)

#### **Shoes and Socks**

Opaque tights: navy or black leggings

Socks: navy, black, white, or brown

Brown or black dress belt

Shoes: dark brown, black dress loafers, oxfords, or flats, or athletic shoes.

Heels should be low and soles should not leave scuff marks.

If you have any questions regarding shoes, please check with the School office before purchasing shoes or keep the receipt and bring them in for approval before wearing.

#### **Middle and Upper School PE Uniforms**

Upper School students should wear clothing suitable for athletic performance, not their regular school uniform. The following guidelines should be followed:

- T-shirts with sleeves (without logos that might be offensive) and that cover the midriff
- Shorts with an inseam of at least 6 inches
- Long pants or sweatpants

#### **Indoor athletic shoes**

All students need athletic shoes to be worn for indoor PE. When PE is held outside, students will be required to wear appropriate outdoor footwear. Clogs or sandals will not be permitted.

#### **Optional PE attire:**

Evergreen hooded pullover sweatshirt

Evergreen crew sweatshirt

Evergreen hooded zip-front sweatshirt

#### **Lunch Policy**

***Middle School Students:*** Middle School students may eat lunch at home with their parents or bring a sack lunch or buy lunch at School. ***At no time are Middle School students permitted to be unsupervised on campus during the lunch hour. We strongly recommend adult supervision off campus as well. Only students whose parents have formally registered with the school will be allowed to leave campus during lunch.***

***Upper School Students:*** Upper School students may eat lunch at home, bring a sack lunch, or buy lunch at School. They may dine off campus as long as they are punctual for their after-lunch class.

#### **Health Policies**

***Health Records:*** Iowa state law requires that every student must have an up-to-date immunization record on file at school, including record of DPT and oral polio boosters after the fourth birthday and a second MMR if born in 1985 or later. The School strictly enforces this and the following policies:

- Students lacking proper immunization or a completed waiver\* will be asked to stay home from school until proof of immunization or a waiver is submitted.
- All new students must have a completed physical signed by a licensed health care provider on file with the Registrar.

\* A **medical** waiver is acceptable if signed by the child's physician. An expiration date must be included. A **religious** waiver must be signed and notarized (These forms are available from the Registrar.)

***Medical Supplies:*** Maharishi School is unable to dispense medications unless a student is under a physician's care and is asked to take medication while in school. In this case, a note from the physician to that effect should be given to the School Office Manager. Bandages and a first-aid kit are available in the Office for minor cuts and scratches. Aspirin or Tylenol will be dispensed if permission has been given on the Health Information Card (Emergency Card) kept on file in the School Office.

**Emergencies:** If emergency medical assistance is required, the School Office will attempt to contact both the parents and the family physician. If necessary, we will also call an ambulance. Parents are required to have a current Health Information Card on file in the Office. Please be sure to include the names of friends or relatives who should be contacted in an emergency, in the event that you cannot be reached. If at any time during the school year you have a change in phone number, address, or other pertinent emergency information please contact the School Office as soon as possible. Please make sure that the information on the Health Information Card is always current.

### **Physical Education and Sports Team Policies**

Physical Education is a graded class that is part of the school day. Sports participation can be an alternate PE class if given prior approval and is graded. For this reason, all of the School's tardy and attendance policies apply to both PE classes and sports teams.

If a student is under a doctor's advisement to restrict physical activity that may affect participation in physical education, parents must provide a note to the Division office from the doctor at the beginning of the school year or when the difficulty arises. If a student feels unable to fully participate in a PE class (reasons may include minor illness or injury), the physical education faculty will provide an individually designed physical fitness program for any students in this situation.

### **Student Punctuality and Attendance**

Regular attendance in all classes is essential to the progress of the student. It is also important to the class as a whole. The time of student life is the time to culture habits that will lead to responsible and successful behavior in later years. Students are encouraged to stay home and get sufficient rest in the event of illness. However, for other absences and tardies, the School has a policy to encourage prompt attendance.

### **Tardy Procedure**

Our tardy policy is designed to create a culture of punctuality and professionalism at school.

Teachers record all tardies in RenWeb. The tardy count below is per class. For example, a student may have 2 tardies in four different classes and would not be recorded as a Tardy Detention. Tardy counts will reset at the beginning of each quarter.

**1<sup>st</sup> Tardy — Reminder:** Teacher reminds the student of the importance of cultivating a habit of being on time. We can refer to the Core Values of the School, particularly the importance of Respect for their teacher and classmates and accepting Responsibility for being on time.

**2<sup>nd</sup> Tardy — Warning:** Teacher warns the student that subsequent tardies will result in the student having Tardy Detention, and offers to meet with the student outside class time to discuss reasons for late arrival and a plan for timely attendance.

**3<sup>rd</sup> Tardy — Tardy Detention:** Teacher tells the student that the tardies have become disruptive and that the student has Tardy Detention after school for 15 minutes. To be readmitted to the class, the student must submit a written description of how he/she will improve his/her punctuality. If the student does not attend the Detention, he/she will be required to attend Detention the next day for twice the time, 30 minutes.

Consequences of Subsequent Tardies — **Increasing Time in Detention, Conference with Parents, Other Potential Consequences:** If the problem of late arrival persists, the teacher and Division Director will consider other consequences, including an Action Plan that would include parental input and support.

Students should avoid staying after class to meet with a teacher, if that causes them to be late to their next class. But if this occurs, the teacher should give the student a pass.

### **Absence/Attendance**

Class coherence and student learning depend on a student's regular attendance and participation in class.

The attendance policy is based on the logical consequences that come from missing class content. If a student misses class, he/she will have to make up the work in order to receive credit.

Teachers record absences each period in RenWeb. The Division Director tracks absences. The absence counts below are per class. Absences reset at the beginning of each semester.

6<sup>th</sup> Absence — **Attendance Alert:** The student is placed on Attendance Alert. The Division Director informs the parent(s) and student via email. (The attendance policy is attached to the email and receipt confirmation is requested.) The Division Director meets with the student to discuss reasons for the absences and ways to improve attendance.

10<sup>th</sup> Absence (or 5<sup>th</sup> for a quarter-long course) — **Attendance Probation:** With 10 absences, the student has been absent for over 10% of the semester's classes. The student and parent(s) are required to attend a conference at school with the Division Director to develop an Action Plan to improve attendance. The Action Plan will include checkpoints over the following weeks to determine its effectiveness, and may include required medical attention and/or counseling or other relevant interventions. If the absences continue to accumulate, the student could lose course credit.

### **Definition of Terms**

**Academic Probation:** Academics are at risk. This occurs any time a student's grade falls below a "C". At this time, a student has one week to bring his/her grade up to a "C".

**Academic Suspension:** If a student on academic probation has not brought his/her grade up to a "C", the student will not be allowed to participate in extracurricular competitions. Practice or rehearsal may also be restricted. Suspension is lifted once the grade is brought to a "C", the student has petitioned and been approved for credit.

**Truancy:** A truancy is an absence of which the parent was not aware. Parents will be notified immediately when truanancies occur. Because truancy is a serious matter, a student who was truant will have consequences in addition to those mentioned above, for example, Saturday school, community service, etc.

### **Grades**

The purpose of grading at Maharishi School is to provide students and their parents with an assessment of progress in academics and life skills. Students will receive a grade to reflect their academic performance for each subject area.

Student progress reports are available at the end of the semester, and grades can be viewed at any time by logging into RenWeb. The grades include an academic grade based on the student's academic performance during the quarter. Scores used to compute the actual letter grade are as follows:

A+	98–100	4.0	
A	93–97	4.0	
A-	90–92	3.6	
B+	87–89	3.3	
B	83–86	3.0	
B-	80–82	2.6	
C+	77–79	2.4	
C	73–76	2.0	
C-	70–72	1.6	
NI	60-69	1.0	Needs Improvement
NC	< 60	0.0	No Credit
INC	Incomplete		

### **“Incomplete” Grade Petition**

In addition, in the Upper School, the student may petition the faculty for an “Incomplete” grade extension of that course the following semester. The petition must be submitted during the first week following the end of the semester. Incomplete grades will have a maximum of two weeks to complete. If the student has a learning disability (IEP or 504 Plan), other accommodations may be arranged to complete the course.

### **Report Cards**

Report cards are available at the end of the semester. Parents can print the report cards through RenWeb. Anyone unable to print the report cards can obtain a copy from the Central Office.

### **Homework**

Homework should fit into the balanced daily routine of the student. Homework assignments do not contain new information, which students must learn on their own, but instead are review and reinforcement. Adequate sleep (8-10 hours per night) is essential for the optimal development of adolescent brains, and contributes to students' productivity. Staying up late for homework will be counter-productive in the long-term.

To emphasize the importance of education and increase the joy and comfort of learning, **parents are advised to be present while children are doing their homework.** When parents show interest in what their child is learning and students talk regularly with their parents about the knowledge they are gaining, both learning and family unity are strengthened.

Students should expect that the amount of homework reflects their grade level. These are the general guidelines for Middle School and Upper School students:

- Middle School: no more than 80 minutes per night
- Ninth and tenth graders: no more than 90 minutes per night
- Eleventh and twelfth graders: approximately two hours per night
- Advanced Placement or honors classes may require additional class time as well as extra homework

Teachers will avoid assigning homework to be due the day after a scheduled school activity that involves a significant number of students in their class.

Teachers are expected to post assignments on Google Classroom in a timely manner, so that students who are absent can check to see what they missed. When they return, if needed they can ask for clarification from the teacher. Students who are absent are allowed two class days as an extension on the due date.

### **Academic Honor Code**

Academic integrity is a fundamental value for any educational institution, and Maharishi School students are expected to honor and uphold this value by acting honestly in every aspect of their academic life, whether in school or studying at home. Violations of academic integrity—such as cheating on tests or copying another student’s homework—are a serious matter and are dealt with according to the School “Procedures Following Inappropriate Behavior.”

- **Plagiarism**

Students are required to reference others’ works in fulfilling specific class assignments. Using someone else’s ideas, words, phrases (even in paraphrased form), and/or designs without giving credit is plagiarism. If students are uncertain about a source, whether or how to credit it, they should ask their teacher before submitting assignments. Plagiarism may result in failure of the assignment or the course.

- **Appropriate Parental Assistance**

Parents’ encouragement to their children to complete their home assignments is of great value to the students’ progress. At the same time it is also desirable to allow the students to fulfill their assignments to the best of their own ability. This gives teachers a clear understanding of the students’ level of mastery. Parents are encouraged to review the student’s homework, and, if necessary, suggest it be redone for improvements in spelling, grammar, and appearance.

### **School Network and Internet Use Policy**

Use of the school network, school computers and the internet afford students significant learning opportunities, but there are also risks. For this reason, we require that all students and their parents sign the *Acceptable Use Policy for Maharishi School Computing Equipment and Services*. Copies of this document are available from the Central Office.

### **Field Trips**

The purpose of field trips is to demonstrate the practical applications of knowledge and the connection between knowledge and everyday life. Field trips have specific objectives that help to integrate what the students are learning in class. Field trips also add variety and fun to a program of study. Most field trips are for part or all of a single school day in Fairfield and nearby Iowa locations.

- Each student must have his or her parent or guardian sign a permission form.
- If the signed permission slip is not returned prior to departure time, the student will not be permitted to participate in the field trip.
- If the date of a field trip is changed, new forms must be completed, given to the students, and returned to the teacher before the students can go on the field trip.
- Possible “rain dates” are acceptable on the permission form.
- The completed field trip permission form must be taken on the field trip by the person in charge and returned to the appropriate division office after the field trip is completed.
- Students are not allowed to drive School vehicles, or chauffeur other students on field trips.

- A certified lifeguard must be present whenever students are swimming.
- After the trip, students cannot be released to anyone other than their parents unless other arrangements have been approved in advance.
- The School uniform is required of all students unless otherwise specified.

### **Extracurricular Activities Policy**

The requirements to be involved in any extracurricular activity are:

- Students are expected to maintain grades of “C” or better in all classes. Students with any grade below a “C” may be asked to withdraw from any extracurricular activity in order to spend more time on their studies. Permission may be given for the students to remain involved in extracurricular activities on probation, maintaining a daily report in collaboration with the classroom teacher or teachers, Academic Director, coach, and parents. If academic progress is acceptable, the student may be granted permission to remain involved in the extracurricular activity and the probationary status may be lifted.
- Students involved in any extracurricular activity, including sports teams, drama, etc., are required to attend school all day when games and performances are scheduled that evening. Students who have not been in school for any part of that day will not be permitted to perform or compete that night.

### **School-Wide Rules**

The following rules are for the benefit of the School as a whole and students are expected to observe them at all times. In addition, your child’s teachers will have rules particular to each classroom. Periodically throughout the year, teachers review and discuss these rules of behavior with the students, and continually engage them in activities requiring right action. Students feel secure in knowing what is expected of them; therefore, the boundaries of appropriate behavior are clearly presented and consistently applied.

- ***Student Behavior Toward All Adults—including specialists, substitute teachers, administrators, other teachers and parents:*** Students are required to respectfully follow all classroom/School rules and listen attentively when any adult speaks to them. Students are asked to speak and respond in a kind and courteous manner. Students are required to use appropriate language at all times, whether speaking to an adult or to a peer.
- ***Hallway Behavior:*** Normal talking is requested in hallways before school, at lunch, and after school. Running is not allowed in the hallways. After class, students leave the building immediately and wait for family or friends outdoors unless they are in a supervised program.
- ***School Grounds Rules:*** When outdoors, students must always follow the adult supervisor’s directions and rely on the supervisor for help. Students may play games that are safe and fun for everyone. The theme of respecting self, others, property, and environment includes: no tree or fence climbing, no throwing of objects like sticks and snowballs. Students are expected to include others in their play, to never push or hit in an inappropriate way, to follow game rules, and to be a good sport.
- ***Safety Rules:*** During school hours, students are under the direct supervision of a teacher at all times. For the safety of everyone, no running, throwing of objects, or rough play is permitted in the building. During fire and tornado drills, students are asked to maintain absolute silence and pay close attention to all instructions given by the teacher.

Students should be alert at all times when crossing roads and always use the designated crosswalks, especially from the residence hall to the campus. Students must leave all dangerous items at home, including cap guns, toy weapons, fireworks, etc.

- **Skateboards, Roller Blades, Scooters and Skates:** The use of skateboards, roller blades, scooters and skates is not allowed on the school or Maharishi University of Management campus—including roads, sidewalks, or in buildings. Anyone violating this policy may have his or her skateboard, roller blades, scooter or skates impounded by the Maharishi University of Management Campus Safety Department. Maharishi University of Management reserves the right to pursue any legal options necessary regarding repeat offenders of these regulations.
- **Sledding/Snowboarding:** To ensure proper safety the School does not approve of or encourage unsupervised sledding on the slopes on campus. The steeper slope (southeast slope closest to the utility pole), which feeds into the turn-around by the Fieldhouse, should not be used by children for sledding under any circumstances. During school hours supervised sledding is allowed on the slope closest to the Lower School. Sledding on School property outside of school hours can be dangerous, particularly if done on an unapproved slope or by a child who is not under proper supervision.
- **Bicycles:** All students must walk their bikes on School grounds. Bike racks are provided on the play field west of the Fieldhouse and on the northeast side of the Lower School fence. Bicycles should not be parked near the entrances of the School or on the grass. The School cannot be responsible for bikes left on the grounds. The use of helmets is strongly encouraged.
- **Telephones:** Students who wish to call home or to place any other calls are asked to use the office phones designated for student use. **Cell phones may be used before school, during the lunch hour, or after school. Middle School students should not bring cell phones to school. If they need to use their cell phones to contact parents or guardians, they should turn them in to teachers to keep until the end of the day. Teachers of Upper School students are encouraged to collect phones at the beginning of class to avoid distraction, and return them at the end of class, unless they are being used for classroom activities by direction of the teacher.**
- **Eating and Drinking:** Beverages other than water are not allowed in the classrooms, except when class parties have been planned and approved by the teacher or during supervised breakfast or lunch. Chewing gum is not allowed at any time.
- **Genetically Engineered Foods:** The perspective of Maharishi School is that the long-term safety and/or holistic effects of genetically engineered foods have not been proven. For this reason, food brought to school should not contain genetically engineered ingredients. We encourage the use of organic food products.
- When baking for the School—for birthday parties, snacks, bake sales, school banquets, Halloween, holidays, etc., please try to use only organic ingredients. The School appreciates your support and cooperation regarding this matter.
- **Tobacco-Free Environment:** According to school and MUM policy and Iowa state law, no one is permitted to smoke anywhere on the school or university campus. This includes outdoors (roadsides, lawns, sidewalks, etc.), inside buildings, motor vehicles, and other enclosures. (School and university policy includes no smoking on or off campus in all vehicles owned or leased by the University.) Also, use of smokeless tobacco products and e-cigarettes is prohibited.

This requirement extends to students, employees and visitors. This policy applies at all times, including school-sponsored events and out-of-school activities. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the

tobacco/nicotine/vaping product or leave the school premises immediately. It is the responsibility of the administration to enforce this policy.

The Iowa Smoke-free Air Act was passed in 2008 to protect the public's health and the health of employees from the dangers of exposure to secondhand smoke. This law affects all businesses in Iowa, including public and private educational institutions. Maharishi University of Management and Maharishi School are required to comply with the law, inform our employees and students about it, and enforce the law.

The law provides for fines against those individuals who violate the Iowa Smoke-free Air Act. Individuals who violate these policies will be subject to fines and disciplinary action in addition to that prescribed by the state law.

- ***Drugs and Alcohol: Adolescents who experiment with drugs or alcohol are at particular risk given the powerful and unpredictable effects that these substances can have on the mind and body at this critical stage of development. Furthermore, these substances directly interfere with the development of consciousness and are not conducive to a positive experience in meditation.***

Therefore, students of Maharishi School who get involved in any way with alcohol or non-prescribed drugs will be subject to disciplinary consequences, including possible probation, suspension from school and/or competitive teams (e.g., sports, speech), or expulsion. Maharishi School students are expected not only to avoid the use of drugs, alcohol, and tobacco on or off campus, but also to avoid being in the presence of drugs, alcohol or tobacco.

Students who have been confirmed to be in the presence of others and/or using drugs or alcohol may be put on probation and may be subject to other restrictions, including loss of privileges, such as participation in sports or activities representing the school. For a first offense, there will be a meeting with parents and student, and student may be given in-school suspension for a period of time to be determined. If this continues, students may be required to have drug testing for a period of time to be determined, along with regular counseling with a licensed therapist.

For a second offense, there will be a meeting with parents and the student, and the student will be given out of school suspension for a period to be determined. The suspension will be put on the student's permanent record. Counseling or enrollment in a substance abuse program is recommended.

In the case of a third offense, the student may be subject to expulsion.

NOTE: Offenses that are deemed more serious (e.g., distributing drugs, intense usage) may carry more extensive consequences.

It is important to remember also that college counselors and principals are often asked if the student who is applying has ever been put on probation or suspended. School personnel are required to give a truthful response and usually explain the circumstances, which may have an impact on admissions.

- ***Amnesty:*** Substance use and abuse can become habitual or addictive, and students can face pressures that are beyond their ability to manage. Maharishi School therefore has an amnesty policy that is designed to allow students to seek help without fear of disciplinary

action when they self-identify as having a substance abuse problem. This policy requires that students confide in an adult staff member or a counselor, who will then report the issue on a confidential basis to the head of high school, who will arrange for the student to receive counseling and, if necessary, enroll in some form of detoxification program or other appropriate intervention.

None of these interventions will appear on any form of public record, nor will they be shared with other members of the community as long as the student remains committed to overcoming the addiction and quitting and participates willingly in the program. Maharishi School will be obliged, however, to follow the informed advice of counselors or medical professionals in these cases with regard to involving parents or reporting to authorities.

The amnesty status will be revoked if the student gets caught violating the drug policy during the time that they are undergoing interventions or therapy—and the amnesty cannot be invoked after a student has already been caught. In other words, the policy is designed to support students who want to uphold the values of the school and recognize that they need help to overcome a habit, not as a way to escape consequences for breaking the rules or the law.

- ***Guns and Weapons:*** In accordance with the Federal requirements of the Gun-Free Schools Act of 1994, Federal Code (20 USC 3351 Section 8001), as implemented by the State of Iowa (1995 Iowa Acts H.F. 528 Section 23), the School Board of Directors has adopted a policy requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to school, except that this policy may allow the Leadership Team to modify such expulsion requirement for a student on a case-by-case basis. The School will cooperate in providing information to the Iowa Department of Education on disciplinary action imposed under this policy.

### **Procedures Following Inappropriate Behavior—Middle/Upper School**

As students mature through their middle and upper school years, it is our hope and intention that their behavior will become more inner-directed, guided by their own values as well as those of our school and society.

However, as they develop, students need external guidance and consequences when behavior is inappropriate. Discipline procedures in the Middle and Upper Schools are designed to give each student the opportunity to re-establish appropriate behavior in the school environment.

- **Disciplinary Incident Reports**  
Actions resulting in a student receiving a *Disciplinary Incident Report* involve behaviors that strongly or frequently interfere with the academic progress of the student, the classroom, or the school environment. Examples include: disrespect for a teacher or administrator, repeated disruption of class, repeated lack of homework, repeated uniform violations, inappropriate language, insulting or intimidating classmates, minor damage to property, lack of preparedness for class, significant fatigue or lack of attentiveness, truancies, potentially dangerous driving habits.
- **Consequences:** Parents will be notified of the issuance of the *Disciplinary Incident Report*, and a meeting with school officials will be scheduled. In most cases there will be disciplinary consequences, including: parent conference, Saturday School, community service, letters of apology, restrictions on extracurricular activities, special assignments, etc.

- **Probation Status**  
Behavior at this level includes a continuation of the actions that led to the student receiving a *Disciplinary Incident Report* and any other actions that are damaging to the student's physiology, to others, to property, or to the environment. Included in this category are extremely disruptive classroom behaviors, possessing or being in the presence of or using drugs, alcohol, or tobacco, a habit of truancies, infractions of civil or criminal laws.
- **Consequences: Probation Status** indicates that teachers, administrators, and parents will structure an integrated program to help the student improve. For students who have been assigned this status, it means that one or more additional significant mistakes will result in removal of that student from a particular class or expulsion of the student from the School. Parents will be notified and required to attend a meeting in order to establish a plan specific to the child. Other actions may include written or verbal apologies, suspension (in school or out), referral to Maharishi AyurVeda consultations, Saturday School, restriction of extracurricular involvement, required adjustment of daily routines, or limiting work outside of school. If the teachers and administrator observe substantial improvement, the student and parents will be notified by the teacher or administrator that the *Probation Status* has been revoked.
- **Suspension**  
Students who have committed serious violations of academic or behavior policies may be subject to in-school or out-of-school suspension from 1-10 days, depending on the circumstances. During this time the student is expected to complete all academic assignments but may lose partial credit.
- **Expulsion**  
Should the student continue any of the inappropriate behaviors that resulted in the assignment of the *Probation Status*, or engage in other very serious behaviors such as distribution of controlled substances or any other behavior which is a serious threat to the welfare of the student, members of the student body, the faculty, the staff, the School, or the community, a Discipline Committee meeting will be held.
- **Consequences:** The Principal, Division Director and appropriate faculty members will meet to determine whether to modify the consequences assigned under the *Probation Status* of the student, to remove a student from a particular class, or to expel the student from the School. The School Council will review consequences determined by the Discipline Committee.

NOTE: Most colleges, including all who use the Common Application, require that the school reports incidents that have resulted in suspension or expulsion.

### **Safety Policies**

All of the Maharishi School personnel feel responsible for the safety of our students. The general safety rules for faculty, parents, and students arriving and departing from the School buildings are outlined below. Please encourage students to practice "safety first."

#### **Pick Up and Drop Off**

Motorists must follow the traffic rules concerning the drop off area for the safety of Maharishi School students. There are several steps to minimize the automotive congestion in this area while maintaining convenience for parents.

The School drop off area is reached by entering campus on Dr. Robert Keith Wallace Drive from the west, or by entering campus from "B" street on the east. **Students should**

**never be dropped off along Highway 1.** Stopping along Highway 1 is both dangerous and illegal.

All vehicles are required to observe the one-way flow through the U-turn pattern in front of the School, and come to a full stop at stop signs and crosswalks. Vehicles should not block crosswalks when stopping to pick up or discharge passengers or when parking. School children are dropped off and picked up at the sidewalks of the School turn-around area.

Motorists may briefly wait to pick up their children at the curb in front of the School. They must not leave their cars unattended to pick up their children. Vehicles left unattended will be ticketed. Double parking is not allowed.

**No Parking During School Days** Faculty, parents, and students should park in the designated parking lots provided at the Field House. There is no parking allowed at any time in the turn-around or in other areas posted “No Parking” along Dr. Robert Keith Wallace Drive. There is restricted parking on the north side of Foster Hall for authorized users only. Parking is not permitted along the sidewalks or lawns of the School buildings. Motorists parking in the visitor section must sign in at the Administrative Office.

**Field Trips** Cars waiting for field trips are asked to not come to the turn-around until after 9:30 am and 1:15 pm. Please remind drivers for field trips to wait in the student parking lot until the class, accompanied by the teacher, is ready to be picked up in the turn-around.

**Mopeds** Mopeds may be driven to School but may not be driven on campus sidewalks. Each rider must dismount upon reaching the sidewalk and wheel the moped to the bicycle racks provided. Moped riding on campus is subject to Iowa state laws and Maharishi University of Management campus policy. Use of helmets is required as a matter of school policy even if the law currently does not require them.

**School Bus** The school buses may be used for school purposes by drivers who hold a valid Iowa commercial bus driving license and have completed requisite education safety courses. Students are not allowed to drive the school bus.

**Students Driving to School** Students who have a valid driver’s license may drive cars to school. Students must use the designated Fieldhouse parking areas and are fully responsible for the safe operation of the vehicle at all times during the school day and while on campus. Students must register their car with the Maharishi University of Management Campus Safety office or in the School’s Administrative Office. Students are not allowed to give rides to other students without the written permission of parents or guardians. Students are not allowed to give rides to other students without the written permission of parents or guardians.

**Parking or Traffic Violations** MUM Campus Safety is very alert to ensure proper parking; therefore, failure to observe parking or traffic guidelines may result in either a warning or a fine of up to \$25, which must be paid within seven days. If an Upper School student receives several fines the School may withdraw the student’s privilege of driving to school.

**Crosswalk Safety:** To ensure safety, all pedestrians are required to cross at crosswalks only. Children should be taught to always stop and look both ways before crossing any street, even when a crossing guard is present. It is important that everyone use only the crosswalk when crossing Highway 1.

**Bicycle Safety:** To create order and provide the opportunity for locking bicycles, bike racks are provided for students who ride bicycles to School. Bicycles should not be parked near the entrance to the School or on the grass. Bicycles should not be used between classes, i.e., to ride to the Fieldhouse.

- All children riding their bikes to and from Maharishi School are strongly encouraged to wear a safety helmet. Bikes must be walked on school grounds.
- All bicycles must be in compliance with the city and campus regulations regarding equipment and visual signals (headlights, brakes, reflectors, pennants, etc.) Bicycles may be registered at School or the Maharishi University of Management Campus Safety office, Room 9, Maharishi University of Management Library basement.

**Fire Drills and Alarm Guidelines:** Maharishi School conducts four fire drills per year (in conjunction with the Campus Safety office) in accordance with state guidelines. The School Emergency Manual is located in the Administrative Office.

- Upon hearing the fire alarm, students immediately line up in total silence in their classrooms. It is very important to maintain silence and orderliness during fire drills.
- The teacher makes sure that all students are accounted for and that the classroom windows are closed.
- The teacher precedes the students in the hallway to their assigned exit.
- Classroom doors should be closed after the last person is out.
- Fire Exit Routes: All classes go out the designated doors, posted in each classroom. In classrooms with a functional window fire exit, use this exit.
- Everyone should exit the building silently in a straight line, single file, to their designated assembly area outdoors, and wait for an all-clear signal.
- Teachers are required to stay with their classes and take roll while students wait quietly until it is time to return to class.
- When the all-clear signal sounds, teachers lead their students back to class in the same quiet, orderly manner in which they left.

**Tornado Drills:** Maharishi School conducts two tornado drills per year (in conjunction with the MUM Campus Safety office) in accordance with state guidelines. The same procedure is used as for the fire drill, but instead of going outside, all classes proceed to their assigned areas within the building. Prior to the first tornado drill of the season, the Lower School Director, delineating appropriate procedures, distributes an explanatory sheet to each teacher. The fire alarm is not used for tornado drills. An air horn is used instead.

**Lockdown and Blackout Drills:** Periodically, Maharishi School will conduct lockdown and blackout drills to ensure the school staff and students are prepared for any situation that necessitates this safety precaution. These procedures have been designed in consultation with the MUM Campus Security Office, local law enforcement, the Iowa Department of Education, and the Office of Homeland Security. In the event of an actual threat, the Fairfield Police Department will respond as their immediate priority. The Department also conducts training programs in our facilities.

## V. Notices

### **Anti-Bullying and Anti-Harassment Policy**

Harassment and bullying of students and employees is against federal, state and local policy, and are not tolerated at Maharishi School. The School is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school.

The School prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon these factors is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the School.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property
- Has a substantially detrimental effect on the student's physical or mental health
- Has the effect of substantially interfering with the student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the School

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim

- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive educational environment

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student

Retaliation against a person because the person filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is prohibited. An individual who knowingly files a false harassment complaint and a person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall a person who is found to have retaliated against another in violation of this policy. A student found to have retaliated in violation of this policy may be subject to measures up to, and including, suspension and expulsion. A school employee found to have retaliated in violation of this policy should be subject to measures up to and including termination of employment. A school volunteer found to have retaliated in violation of this policy should be subject to measures up to, and including, exclusion from school grounds.

The School will promptly and reasonably investigate allegations of bullying or harassment. The Division Director, or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Administrative or HR Director, or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It is also the responsibility of the School Head, in conjunction with the Administrative and HR Directors and Division Directors, to develop procedures regarding this policy.

The School is also responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The School Head will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the School. The School Head shall report to the School Board on the progress of reducing bullying and

harassment in the School.

The School publishes this policy annually by the following means:

- Inclusion in the Student-Parent Handbook
- Inclusion in the Faculty and Employee Handbooks
- Inclusion on the School's website
- A copy can be requested at the Central Office

#### **Anti-Harassment/Bullying Investigation Procedures**

- Individuals who feel that they have been harassed should:
- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or Division Director to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should

- Tell a teacher, counselor or Division Director; and
- Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or Division Director including:
  - What, when and where it happened
  - Who was involved
  - Exactly what was said or what the harasser did
  - Witnesses to the harassment
  - What the student said or did, either at the time or later
  - How the student felt
  - How the harasser responded

#### **Complaint Procedure**

A teacher, counselor, or other person who has been told that an individual has been harassed or bullied will notify the Division Director, who shall serve as the designated investigator. If the Division Director is the subject of the complaint, then the Head of School should be notified and will serve as the designated investigator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The designated investigator has the authority to initiate an investigation in the absence of a written complaint.

#### **Investigation Procedure**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the School Head.

#### **Resolution of Complaint**

Following receipt of the investigator's report, the School Head may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline.

Prior to the determination of the appropriate remedial action, the School Head may, at the Division Director's discretion, interview the complainant and the alleged harasser. The School Head will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The School Head will maintain a log of information necessary to comply with the Iowa Department of Education reporting procedures.

#### **Points to Remember in the Investigation**

- Evidence uncovered in the investigation is confidential
- Complaints must be taken seriously and investigated
- No retaliation will be taken against individuals involved in the investigation process
- Retaliators will be disciplined up to and including suspension and expulsion

#### **Accessibility of School Programs and Activities to Persons with Disabilities**

It is Maharishi School's policy to provide equal opportunity to individuals with disabilities for full participation in all of the School's activities and programs. Individuals with disabilities are those who have a physical or mental impairment that substantially limits at least one major life activity.

Each department is asked to review its programs and activities periodically to make sure that they do not discriminate solely on the basis of disability and that they provide for the full participation of individuals with disabilities. This applies to academic programs, research, occupational training, housing, health insurance, counseling, employment, financial aid, physical education, athletics, recreation, transportation, and all other activities, including field trips. Consultation with persons with disabilities is advised.

Modifications in programs and activities may be made, if feasible, to ensure full participation of disabled persons in the most integrated setting possible. Separate programs only for handicapped people may not be created unless they are necessary to offer equal opportunity.

#### **Asbestos Hazard Emergency Response Act**

The Asbestos Hazard Emergency Response Act gives the U.S.E.P.A. authority to make rules regulating asbestos-containing materials in school buildings. Under EPA rule CFR 40 Part 763, Subpart E (7/1/95 edition), each school must inspect each of its buildings and have an approved Asbestos Management Plan written and adopted as policy. The Asbestos Management Plan for Maharishi School (the Lower School building, the Middle/Upper School building and the Fieldhouse) is in the School Administrative Office in the Lower School building. It is available for inspection on regular school days from 10-12 am and 1:30-4:00 pm.

#### **Equal Opportunity Policy**

Maharishi School's educational programs, faculty and staff positions, and benefits are open to all people, without distinction as to sex, sexual orientation, age, race, religion, color, national origin, handicap, disability, or veteran's status. Educational institutions are required by law (Title VI and Title VII of the Civil Rights Act of 1963; Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and the Americans With Disabilities Act of 1990) to provide this broad access to their educational programs and to serve the community in a way that treats with equal dignity the diversity of individuals and groups which comprise our society.

People who have concerns about the nature of the policy of equal opportunity or the application of that policy are invited to direct their inquiries to: the School's Administrative Director at (641) 472-9400 extension 5108.

### **Family Educational Rights and Privacy Act Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law which provides that a written institutional policy be established, and a statement of adopted procedures covering the privacy rights of students be made available.

Maharishi School accords parents of its students who are declared dependent, all the rights and privileges contained under this national law. Maharishi School will not disclose or allow anyone outside the School to have access to students' education records without the prior written consent of the student's parents except in the following cases: to accrediting agencies carrying out their accreditation function, to persons or organizations providing the student financial aid, to officials of other institutions in which students seek to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within Maharishi School, only those persons acting in the student's educational interest are allowed access to student education records. This includes the Office of the Registrar and Admissions, Director of Student Accounts, Academic Director, and academic personnel within the limitations of their need to know.

Maharishi School may in its discretion provide outside persons with Directory Information, in accordance with provisions of the Act, to include: student name, address, telephone number, date and place of birth, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students and parents may withhold Directory Information by notifying the Office of the Registrar in writing within two weeks after the first day of class of the fall registration period.

The School will honor requests for non-disclosure for a period of only one academic year; therefore, written notification to withhold Directory Information must be filed annually in the Office of the Registrar.

Parents have the right to inspect and review information contained in their children's education records, challenge the contents of those records, have a hearing if the outcome of the challenge is unsatisfactory, and submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable. The Registrar at Maharishi School has been designated by Maharishi School to coordinate the inspection and review of student education records. This includes academic, admissions, and financial records. Parents wishing to review their children's education records must make written requests to the Registrar listing the specific item or items of interest. Only records covered by the Act will be made available within 45 days of receipt of the request.

Parents may have copies made of their children's records, excluding copies of academic records for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere. These copies will be made at the parent's expense. Education records do not include law enforcement records, health records, employment records, alumni records, or records of administrative personnel, educational and instructional personnel that are not accessible or revealed to any individual except a temporary substitute. Health records may, however, be reviewed by physicians of the parent's choosing.

Parents may not inspect or review the following: confidential letters and recommendations associated with admissions, employment or job placement; or honors to which they have waived

their rights of inspection and review; or education records containing information about more than one student, in which case the parent will be permitted access only to that part of the record which pertains to their child.

Parents who believe that their children's records contain inaccurate or misleading information, or that their privacy has been violated, may discuss their problems informally with the Registrar. If the Registrar is in agreement with the parent, the appropriate records will be amended. If not, the students will be notified in writing within a reasonable amount of time that the records will not be amended; and they will be notified by the Office of the Registrar of their right to a formal hearing. Requests for a formal hearing must be made in writing to the Registrar, who within a reasonable amount of time after having received such requests will inform parents of the date, place, and time of the hearings. Parents may present evidence relevant to the issues, and be assisted or represented by person(s) of their choice, including attorneys, at the expense of the student and parents. The hearing panels, which will adjudicate such challenges, will be the School Head, Division Director, the Academic Director, and the Registrar.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the student, the appropriate records will be corrected or amended accordingly. If the decisions are unsatisfactory to the parents, they may place with the education records statements of an explanatory, commentary, or disagreeing nature. The statements will be placed in the education records, maintained with, and released whenever the records in question are disclosed.

Complaints concerning the information regarding the Family Educational Rights and Privacy Act may be directed to the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Clarifications and revisions will be published as experience with the law and School's policy warrants.

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