

# **Madison Consolidated High School**

## **Student Handbook**

743 Clifty Drive  
Madison, Indiana 47250  
812-274-8002  
Fax: 812-274-8800

Mascot: Cubs  
School Colors: Red and White

2023-2024

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### Welcome

Welcome to Madison Consolidated High School and the start of the new school year. We are very pleased that you are here and hope you are proud to be a Cub. MCHS has much to offer in the form of a wide curriculum and extensive extra-curricular activities. We urge you to participate as much as you can and to the best of your ability.

We are all part of a learning experience that has been developed to meet the needs of all our students best. We are fortunate to have a safe learning environment where one can strive for academic excellence while developing one's talents, strengths, and life skills to enable you to become a responsible and productive citizen.

This handbook is prepared as a guide and an aid. It contains information pertaining to school policies and procedures, academic programs, extracurricular information, and other miscellaneous information. Reviewing the information in this handbook will prepare students for success and help provide parents with the information they need to know to work in conjunction with the school.

#### Administration

Ronnie Lawhead	Principal
Angelia Upchurch	Assistant Principal
Dan Grill	Assistant Principal
Brandon Frye	Dean of Students

#### Athletics

Patric Morrison	Athletic Director
Devin Brierly	Assistant AD

#### Student Services

Janelle Smith	Lead School Counselor, O-Z
Shareen Kring	School Counselor, H-N
Carrie Dickerson	School Counselor, A-G
Betsy Sullivan	School Counselor, SE
Kelly Massie	School Counselor, SEL

#### Student Resource Officer

Jacob McVey	Lead Officer
Cody Teltow	Officer
Travis Conover	Officer

### Mission Statement

**Madison Consolidated High School is committed to measurable, continuous improvement in promoting high achievement for all students.**

### Vision

# WE CONNECT

## **SHARED BELIEFS / PHILOSOPHY**

A safe environment is essential for learning.

Everyone can and will learn.

Nurturing relationships and caring environments are necessary for individuals to thrive.

Every person is unique and has equal worth.

Diversity is a valuable asset that strengthens and enriches our community.

Education is the shared responsibility of students, families, teachers, staff, and community.

### Equal Education Opportunity

It is the policy of Madison Consolidated Schools to provide an equal education opportunity for all students.

Any person who believes that MCHS or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the principal.

### Non-Discrimination Statement

It is the policy of Madison Consolidated Schools not to discriminate on the basis of race, color, religion, sex, national origin, handicap, or age, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 1971, 22-9-1); Public Law 218 (I.C. 1971, Title 20); Titles VI and VII (Civil Rights Act 1964); the Equal Pay Act of 1973; Title IX (1972 Education Amendments); Public Law 94-142; and Public Law 93-112, Section 504.

### Section 504 and Title IX Coordinator Contact Information

Lori Slygh, Assistant Director of Programs  
2421 Wilson Ave.  
Madison, IN 47250

## **MCHS Fight Song**

**Well this is M-A-D-I-S-O-N**

**Are we a peppy bunch? Well, yes I guess!**

**For when the loyal students gather ‘round,**

**We’ll raise to heaven above our rippin’, roarin’ sound**

**Well this is M-A-D-I-S-O-N**

**break through that defense**

**make those touchdowns (baskets) ring!**

**For we’re the ones**

**who put the M in fame**

**always game**

**M-H-S**

**M-C-H-S**

**Go Cubs Go!!!**

## DAILY SCHEDULE

<b>First Bell</b>	<b>7:50</b>		
<b>Period 1</b>	<b>8:00 - 8:50 (50)</b> <b>5-minute passing</b>		
<b>Period 2</b>	<b>8:55 - 9:45 (50)</b> <b>5-minute passing</b>		
<b>Period 3</b>	<b>9:50 - 10:40 (50)</b> <b>5-minute passing</b>		
<b>Cub Pride Time</b>	<b>10:45 - 11:05 (20)</b>		
<b>Period 4</b>	<b>11:10-12:35</b> <b>5-minute passing</b>		
	<b>4A</b>	<b>11:05 – 11:35</b>	<b>Lunch</b>
		<b>11:40 – 12:35 (55)</b>	<b>Class</b>
	<b>4B</b>	<b>11:10 – 11:35 (25)</b>	<b>Class</b>
		<b>11:35 – 12:05</b>	<b>Lunch</b>
		<b>12:10 – 12:35 (25)</b>	<b>Class</b>
	<b>4C</b>	<b>11:10 – 12:05 (55)</b>	<b>Class</b>
		<b>12:05 – 12:35</b>	<b>Lunch</b>
<b>Period 5</b>	<b>12:40 – 1:30 (50)</b> <b>5-minute passing</b>		
<b>Period 6</b>	<b>1:35 – 2:25 (50)</b> <b>5-minute passing</b>		
<b>Period 7</b>	<b>2:30 – 3:20 (50)</b>		

## SECTION 1 – GENERAL INFORMATION/PROCEDURES

### **Arrival**

Students coming on campus in the morning must report immediately to the school cafeteria and stay there until the 7:50 a.m. bell. Students who ride a bus must enter the cafeteria through the Door #9 entrance on the north side of the building. Students who drive to campus must enter the C-Wing entrance through Door #4 on the south side of the building. Students who are dropped off by a parent must enter through Door #4.

### **Dismissal**

At the end of the school day, students who ride the bus home will exit to the south side of the building through Door #2 or Door #4. Students are to go to their assigned areas and remain on the sidewalk area. Following dismissal, all students not participating in an adult lead/sponsored event are to leave campus.

### **Early Dismissal**

No student may leave MCHS prior to dismissal time without either a.) a written request signed by a parent or guardian or person listed under emergency contact; b.) the parent or guardian or person listed under emergency contact coming to MCHS Main Office to personally request the release; c.) parent or guardian or person listed under emergency contact makes a phone call to MCHS. No student will be released to a person other than a custodial parent(s) or guardian(s) or person listed on the emergency contact list without permission. Students who are being signed out during the school day will be released from Door #4. Parents/Guardians will enter the vestibule of Door #4, alert the school representative through the intercom system, and wait for their students. No Parents/Guardians will be allowed into the building past the vestibule. **Students who are eighteen (18) years of age or older, are not permitted to sign themselves out without parent / guardian permission in accordance with our attendance policy.**

### **Bus Passes**

Students who wish to ride a bus other than their assigned bus must bring a handwritten note to that effect signed by a parent/guardian. This note must also include the parent/guardian cell or home phone number, along with the name, bus number and address of the person they are going home with that day. Notes must be brought to the Main Office.

### **Cafeteria, Food, and Drinks**

Wholesome food is served in the cafeteria at reasonable prices to both students and faculty members. Included in the daily menu are plate lunches, snacks, and a variety of ala carte items. Students may bring lunches from home and eat in the dining room. It will be up to the individual teachers if food or drink will be allowed in their classrooms. **Food and/or drinks from an outside source are not permitted to be brought or delivered to the school for a student. Students will not be called to the Main Office or Door #4 to pick up food. Students are not permitted to bring food and/or drinks from outside sources into the school for other students.**

Students are expected to exhibit proper table manners. Any unusual disturbance will result in disciplinary action. When finished eating, students are required to carry their trays to the dish room. Trash is to be placed in the proper containers. **Students are not to leave the school grounds during the lunch period. Students are to remain in the cafeteria and not go into areas where classes are in session or into the parking lot. Violators may be subject to disciplinary actions.**

### **Cafeteria Procedures for Student Lunch/Meal Accounts**

The Madison Consolidated Schools Food Service Department plays an essential role in the lives of our students by providing a foundation for healthy living and learning. Madison Consolidated Food Service Department works to keep the cost affordable for those households that do not qualify for Free or Reduced Priced meals while providing healthy and nutritious breakfasts and lunches for our students. The school corporation may provide food services for part or all of its students in accordance with state and federal guidelines. The food service program may participate in any surplus commodity or lunch aid program.

Madison Consolidated Schools provides free lunches and reduced lunches for those students who qualify according to the National School Lunch Act of 1946 and the Regulations for the National School Lunch, under an agreement with the Indiana Department of Education.

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Madison Consolidated School Corporation will adhere to the following meal charge procedure.

- Parents may access their student's meal account activity and account balance at any time by logging on to their

student's Skyward account. Payments may be made into a student's meal account by sending cash or a check to their student's school, or online on their student's Skyward account. Payments will be deposited for the full amount received. No cash will be returned at the time of the deposit.

- Graduating Seniors or students not returning to MCS Corporation the following year with a negative balance of more than **\$25.00 not paid in full** by the end of the last student day of current school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Madison Consolidated School Corporation.
- A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or extra beverage purchases.
- The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges as deemed necessary by Madison Consolidated School Corporation.
- Students that have a negative balance will be notified by school staff in the food service line daily. *A La carte items may NOT be charged by any students with a negative balance.*
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. Parents/Guardians have 10 days from the date the account became inactive to request a refund or transfer the remaining funds. If a request is not received within 10 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be closed and zeroed out. The balance is receipted back into a School Food Service fund.

#### **Care of Property/Valuables**

Students are responsible for the care of their own personal property and are encouraged not to bring items of value to MCHS. The School will not be responsible for personal property. Valuables such as jewelry, expensive clothing, electronic equipment, and irreplaceable items should not be brought to MCHS. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The School may confiscate such items and return them to the student's parents.

#### **Closed Campus**

MCHS has a closed campus. After arrival, students are to remain inside the school building unless supervised by a teacher or given permission from a school official. **Students are not allowed to return to the student parking lot without approval from a school official during the school day.**

Student parking lot will be closed from the hours of 8:00 a.m. - 3:20 p.m. All students will enter and exit the parking lot through Gallatin Way off Wilson Avenue. Students exiting the parking lot will have to show a pass to the guard. Students assigned to classes off campus (ITCC, Work-based Learning, Internships, Cooperative Learning, Education Professions, or students in a Capstone) will need to show a special ID (provided by the school) to the guard. Parents or guardians coming to pick up students will need to check in and sign the student out with the guard. Parents / guardians or emergency contacts will be required to show I.D.

Parents / guardians, or emergency contacts entering the student parking lot will proceed down Gallatin Way to the east end of the parking lot and turn onto Cub drive, pulling up to door 4. Parents should remain in the vehicle and await the student.

Students who need to leave school during the school day (other than part of their daily schedule) must obtain an Off-Campus Pass and sign out at Door #4 before leaving. These passes will not be granted without a written note or phone call from parents.

#### **Communication:**

**Students are required to check their email regularly in order to stay current on pertinent information. Missing important deadlines or required events (such as detentions) because of a failure to check one's email will not be accepted as a valid excuse.**

#### **Family Contact Information Verification**

Families can select which phones and emails receive messages based on types of communications using the Skylert button on Skyward Family Access. Parents may go to [www.madison.k12.in.us](http://www.madison.k12.in.us). Scroll down and click on the Skyward Login link.

- Login to [Skyward](#)
- Click on the Skylert tab on the left hand of the screen
- Review the phone numbers and emails connected to your account
- Select how your messages are delivered to each contact point by checking or unchecking boxes



A parent may also use Family Access to check on student performance in classes. The parent can access the student's grades in class and can also look up missing assignments. If you need to request a password or have additional questions regarding this feature, please check with the Student Services Office.

MCS has invested in the automated phone calling system. This system will automatically place a phone call to parents if a student is absent from school without notification from the parents. The automated system will also place a call in the event of school delays and cancellations as well as other important information.

#### **Out of District Transfer Waivers**

Students who reside outside of MCS district can apply for an out-of-district transfer waiver. (1) The superintendent has the authority and final decision to accept, deny, or revoke. (2) A waiver can be canceled or revoked at any time for discipline and/or attendance issues per board policy 5111. (3) If a waiver is canceled or revoked the student will be immediately withdrawn from school to return to their home district.

#### **Proof of Residency**

Proof of residency is required of all students at MCS per board policy 5111 and 6250. Student's primary residency must be at the address on file. Falsifying residency information and/or failure to follow this requirement can result in residence fraud.

**Parents/Guardians are responsible to keep contact information in Skyward current.**

#### **Computer/Textbook Rental**

Through their continued support, our generous educational partners at SuperATV will once again cover all textbook and technology rental fees and classroom supplies for students attending Madison Consolidated Schools during the 2023-2024 school year.

#### **Convocations**

Convocations are held in the auditorium or gymnasium and bring the student body together to fulfill educational objectives. They provide the opportunity to learn and practice formal audience behavior. Courtesy demands that the student body be respectful and appreciative. Use of cell phones, talking, whispering, whistling, stomping of feet, and booing are discourteous.

#### **Discrimination Statements**

Madison Consolidated Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, gender, national origin, or handicapping condition, including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Madison Consolidated High School does not discriminate, and is required by Title IX, 1972 Education Amendments, not to discriminate, on the basis of gender in the operation of its educational programs or activities. Such educational programs and activities include employment and admission to employment within the Madison Consolidated School Corporation.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to: Principal, Madison Consolidated High School, 743 Clifty Drive, Madison, Indiana 47250.

#### **Device Use Agreement in Brief**

- Devices will not be used in ways that are inappropriate.
- Using inappropriate language when using emails, journals, wikis, blogs or other forms of communication is unacceptable.
- Creating or encouraging others to create discourteous or abusive content on school devices is unacceptable.
- Using school devices as electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons will not be tolerated.
- The school device is subject to inspection at any time without notice and remains the property of MCS.
- Never leave the device unattended, or loan out to others.
- Know where your device is at all times.
- Have your device's battery daily and arrive at school with your device charged.
- Keep food and beverages away from your device since they may cause damage to the device.
- It is unacceptable to use the device camera to take and/or distribute inappropriate, or unethical material.
- Do not disassemble any part of your device or attempt any repairs.
- Protect the device by only carrying it while in the case provided and do not remove the device from the case provided by MCS.
- Do not place decorations (such as stickers, markers, etc.) on the device or provided case.
- Do not deface the serial number device sticker on any device.

- File a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of MCS.
- You will be responsible for all damages or loss caused by neglect or abuse.
- The device, case, and power cord will be returned in good working condition upon unenrolling from MCS or at the end of each school year.

(Full Student Device Agreement should be completed online see SECTION 5)

#### **Driving and Parking Privileges**

Driving to school is a privilege granted to students who want an alternative form of transportation to and from school. Students are to park in the student parking lot ONLY. Students are to park in the marked parking spaces only. Students may not park in fire lanes, areas marked in yellow, the marching band practice area during marching season, or painted senior spaces.

Students who wish to park their vehicles in the school student parking lot during the school day must register their vehicles in the Main Office. Students must also complete a “Drug Consent Testing Form” in order to be allowed to drive to school. They will receive a parking tag to be displayed in the front windshield. Vehicles without parking tags may be towed at the owner’s expense. Students who park illegally or drive recklessly may have their parking privileges denied and the vehicle may be towed at the owner’s expense.

If a student’s driving privileges are suspended and that student is caught driving to school, that student will have his/her driving privilege canceled for the remainder of the school year and the vehicle may be towed at the owner’s expense. If the student’s privileges have already been canceled, the student then faces suspension and/or expulsion. MCS assumes no responsibility for loss of personal property or damage to motor vehicles parked on school property. Students are encouraged to keep cars locked at all times while parked on campus.

When students leave the parking lot traveling toward Wilson Avenue, they are to stay in the right lane only and wait their turn in line.

#### **Emergency Drills**

Madison Consolidated High School has developed a comprehensive Emergency Preparedness and Crisis Intervention Plan that addresses many emergency situations that may occur during the school day. During the year drills will be held periodically in order to familiarize the staff and the student body with the correct procedures to be followed in the event of emergency situations. During these drills students should follow the directions of administrators and teachers until the drill has concluded. In the case of an active shooter or intruder in the building, students should be familiar with the ALICE program (Alert, Lockdown, Inform, Counter, Evacuate). The definitions and appropriate procedures are posted in every classroom.

#### **Hall Passes**

Students who are in the halls, restrooms, or office during class time should have a hall pass with them. A student’s pass privileges may be lost for violations.

#### **Injury and Illness**

All injuries must be reported to a teacher or the school nurse. If minor, the student will be treated and may return to class. If medical attention is required, the nurse or office personnel will follow the school’s emergency procedures and attempt to make contact with the student’s parents.

A student who becomes ill during the school day should request permission from the teacher to go to the nurse’s office. The nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

\*If a student is sent home during the school day, due to illness they will not be able to participate in after school activities.

Students sent home by the nurse will have attendance recorded as a medically excused absence (E-MD).

#### **Internet Policy**

Students who wish to access the Internet must complete the Internet Permission Form and return it to the Main Office at the high school. The form must be signed by the student and his/her parent/guardian. All student use must be school-related and supervised by a teacher. Students must log in/logout in order to use the school computers. Use of computers for personal purposes such as use of social media is not allowed.

#### **Learning Commons**

The Learning Commons is available for student use during every period of the day. Students who wish to use the Learning Commons during the school day will need a pass from a teacher. Study hall passes to the library are for the entire period unless noted by the assigning teacher. A Learning Commons pass does not carry with it an automatic or implied restroom or Student Services privilege. Any book damaged or not returned after six weeks will be billed to the student at the full replacement cost. Library privileges may be revoked until payments are made in full.

### **Hallway Lockers**

Lockers are assigned upon request at the time of registration and are provided as a courtesy and privilege. Students should use their own locker and should not reveal their combination to others. Students who let others use their locker may lose their privilege of using a school locker. Lockers are to be kept clean and orderly at all times. **No open food containers are permitted in lockers.** This includes containers with replaceable caps. Any locker problems should be reported to the Main Office as soon as possible.

### **Gym Lockers**

Do not leave valuables or large amounts of money in lockers. Gym locks will be provided by the P.E. department. Do not write on or place stickers on lockers. Students will be required to remove writing or stickers from their assigned locker. Students who vandalize locker(s), resulting in permanent damage, will be expected to replace the locker(s) and will be subject to disciplinary action. No personal locks will be allowed.

### **Pest Control Policy**

Madison Consolidated Schools is committed to providing students and staff a safe environment. It seeks to prevent students and staff from being exposed to pests and pesticides. While pesticides protect students and staff from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to students and staff. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to students and staff.

If parents, guardians, or any staff member would like to be notified prior to pesticide application at campuses of Madison Consolidated Schools where they have an enrolled child, or where the employee is assigned, please **send written notification to the building principal within the first five (5) school days of enrollment or employment.** Upon receipt of the written request, advance notification of pesticide application will be sent at least two (2) school days prior to the application.

### **Restrooms**

Restrooms are located throughout the building. Students who need to use the restroom during class should obtain a pass from their teacher. Students who are ill should report to the nurse's office. They are not to remain in the restroom. Only one (1) individual is allowed in a bathroom stall at a given time. A violation of this policy can result in disciplinary action.

### **School Nurse and Health Services**

MCCHS has a clinic that is staffed by a full-time nurse. This makes it possible for students who require medicine and/or medical treatments during the school day to attend school. Students who become ill or injured during the school day can be screened by the nurse to determine the degree of illness or injury and whenever possible, be taken care of at school, thus allowing them to complete the school day.

The decision on whether or not to send a student home will be made using the following criteria:

- Oral temperature > 100 degrees
- Active, frequent vomiting or diarrhea. Students with complaints of headache, stomachache, fatigue, sore throat, or unobserved vomiting or diarrhea (without the presence of fever) will be allowed to rest in the clinic for a few minutes and, unless symptoms visibly worsen, will then return to class. Over the counter medications may be given per school policy.
- Physician-diagnosed communicable illness.
- Diagnosis of head lice infestation
- Physical injury requiring medical care beyond basic first aid.

If a student is to be sent home (E-MD), the nurse will contact the parents or another adult listed as an emergency contact to obtain permission or to arrange transportation. If the nurse sends the student home (E-MD) and advises that the student may not return for 24 hours or longer, the following day(s) will also be marked E-MD. Under no circumstances should a student make arrangements to leave school without the proper permission of the nurse, an administrator, or a counselor. The parent/guardian is responsible for providing a wheelchair or crutches for their student if required.

### **Medication / Vitamins or Supplements**

1. All medication must be brought to the school nurse by parent / guardian or emergency contact. Failure to do so could result in disciplinary action.
2. Medications must be in original containers.
3. Permission from physician and parents/guardians must be with medication, including directions to administer the medication.
4. Parents/guardians must pick up all discontinued or unused medications. Medication will not be sent home with students. Any medication not picked up by parents/guardians at the end of the school year will be destroyed.
5. Medication will be administered by the school nurse or designated person.

6. Students with chronic medical conditions who need to carry and/or use medications and testing supplies outside the nurse's office will be allowed to do so with written permission from a physician and parent/guardian. Medical Care Plans must be on file on the student's first day of school and updated annually.

Unless emergent, students should report to class and get a pass to see the nurse. Students should not go to the nurse between classes.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

#### **Student I.D. Cards**

Students will be issued an I.D. card at the beginning of the school year. Students are to keep this card in their possession at all times when in school or attending a school event. Students have the option of wearing their I.D. card with a lanyard or I.D. tag. Replacement cards can be purchased for \$5.00 if a card is lost or damaged.

#### **Telephones**

Students may not use telephones in any of the school offices. Student messages will be taken only from parents/guardians and will be delivered when necessary and in an efficient manner. We will not take messages from employers. At no time should a student use or answer a classroom telephone without teacher permission. A student may use the telephone in the Student Services lobby with permission from the Student Services clerk.

#### **Visitors**

Any person who is not a regularly enrolled student, teacher, or other employee of the Madison Consolidated School Corporation may enter or remain on the school premises when school is in session only after first proceeding to the Main Office and obtaining permission from the principal or his designee. All visitors are to sign in and wear a visitor's identification tag. All visitors are to park in the "Visitor Parking" spaces if available.

#### **Work Permits**

As of July 1, 2021, work permits are no longer. Schools have no role in the process. Students should speak with their employer for any questions they may have.

## SECTION 2 - STUDENT SERVICES AND ACADEMIC INFORMATION

### School Grading Scale

This is the high school class grading scale. All teachers are expected to use this standardized scale for all assignments, quizzes, and exams.

100 – 97.50	A+	77.49 – 72.50	C
97.49 – 92.50	A	72.49 – 69.50	C-
92.49 – 89.50	A-	69.49 – 67.50	D+
89.49 – 87.50	B+	67.49 – 62.50	D
87.49 – 82.50	B	62.49 – 60	D-
82.49 – 79.50	B-	59.99 - 0	F
79.49 – 77.50	C+		

### Grade Point Average

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	D- = 0.7	F = 0

### Weighted Grading Scale

AP, Dual Credit, and Honors classes will use the above grading scale +1. If a student should earn an F in a weighted class they will not receive +1. The letter grade earned in class will be reflected on the transcript. The weighted grade will be reflected in the weighted GPA on transcript.

### Report Cards

Report cards are printed at the end of the first semester and sent home with students. Report cards at the end of the second semester are mailed home.

### Term and Mid-Term Progress Reports

Term progress reports can be viewed digitally online through Skyward at the end of the 1st and 3rd quarters to inform the parent(s)/guardian(s) of the student's progress at the midpoint of the semester. Mid-Term progress reports will be sent home at the end of the 1st and 3rd 9 week grading period for students who have earned a D or an F. Semester grades will be determined by a 40%-40%-20% distribution corresponding to Terms and Semester Exams as illustrated below:

	Student 1	Student 2	Student 3
Term 1 (40%)	83%	26%	92%
Term 2 (40%)	60%	68%	88%
Final Exam (20%)	75%	95%	50%
<b>Semester 1 Grade</b>	<b>72%</b>	<b>57%</b>	<b>82%</b>

### Schedules Changes

1. Error made by the school in developing the schedule
2. The need for the school to balance class sizes
3. Medical reason with documentation
4. Change in program placement for students with learning disabilities as documented in their individualized education plan (IEP)
5. A level change within a given course (Honors to regular upon department/teacher/counselor recommendation)
6. Request to take courses to qualify for the Indiana Core 40, Core 40 with Academic Honors, or Core 40 with Technical Honors Diploma
7. Failure of a course required for graduation
8. Failure of a prerequisite, e.g., anything that would prevent a student from going on to a course as published in the Course Curriculum Guide
9. A course dropped for other than the above reasons will receive an "F" for the class unless designated differently by administration.

### Grade Classification

For administration and class organization, students are classified according to the following system:

Freshman:	first year of High School
Sophomore:	2 semesters after start of Freshman year of High School
Junior:	4 semesters after start of Freshman year of High School
Senior:	6 semesters after start of Freshman year of High School

### **Graduation Requirements**

General Diploma	40 Credits
Core 40	40 Credits
Core 40/Academic Honors Diploma	47 Credits
Core 40/Technical Honors Diploma	47 Credits

Full information about these diploma pathways may be found in the Course Curriculum Guide located online through the MCHS website.

Students who have met all course requirements and Graduation Pathway, which includes employability skills and College & Career Readiness, will receive a high school diploma.

### **Commencement Ceremony and Senior Celebrations**

Graduation from high school is a significant event. Students who wish to participate in Commencement ceremonies must have completed all graduation requirements prior to the last day of the school year. **A student may be denied the opportunity to walk at graduation for disciplinary reasons.** All students who wish to participate in the end-of-the-year senior activities must have met all graduation requirements by the last senior day.

### **Awarding High Academic Standards**

Madison Consolidated High School has numerous exemplary students. Our standards for recognizing academic achievement are as follows:

*Summa Cum Laude* – “with highest distinction”

- Recognition of students with Academic or Technical Honors Diploma who have a cumulative G.P.A. of 3.900 - 4.000
- Awarded a medal or tassels/ropes; recognized at Commencement ceremony

*Magna Cum Laude* – “with high distinction”

- Recognition of students with Academic or Technical Honors Diploma who have a cumulative G.P.A. of 3.700 - 3.899
- Awarded a medal or tassels/ropes; recognized at Commencement ceremony

*Cum Laude* – “with distinction”

- Recognition of students with Academic or Technical Honors Diploma who have a cumulative G.P.A. of 3.500 - 3.699
- Awarded a certificate; recognized at Commencement ceremony

Honor Graduate – Character, Leadership, Service

- Faculty will have the opportunity to nominate one student who exhibits the following characteristics: outstanding character/integrity, student leadership, and service (i.e., service to others in our school and community)
- All nominees will be recognized at Honors Day; from the nominees, the Honor Graduate will be named
- The Honor Graduate will have the opportunity to address his/her class at graduation

Summa Cum Laude honorees, Magna Cum Laude honorees, Cum Laude honorees, and the Honor Graduate replace Valedictorian and Salutatorian selections.

### **Perfect Attendance**

In order to be eligible for the Perfect Attendance Award, a student must be enrolled full time for eight (8) consecutive semesters and not be counted absent during any single period.

### **Student Records - Legal Notice**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Madison Consolidated High School, with certain exceptions, obtain written parental consent to the disclosure of personally identifiable information from a child's education records. However, MCHS may disclose appropriately designated “directory information” without written consent unless the parent has advised the school to the contrary. If a parent does not want MCHS to disclose directory information from the child's education records without prior written consent, please provide written notification to MCHS by October 1<sup>st</sup>.

### **Transcripts and Other Forms**

Transcripts may be sent to colleges at a student's or parent's written request. Standardized test scores that include ISTEP, SAT, ACT, and ECA will appear as part of the official transcript. Students are shown how to request and send transcripts through Parchment (parchment.com). This is a free service. Anyone requesting paper transcripts (official or unofficial) will be charged \$3.00 per transcript. Other outside forms including insurance, Social Security, etc., may be completed by Student Services for a \$3.00 fee per request.

### **Length of Day**

All students are required to enroll in a full schedule. The full-day schedule may include ITCC, Internships, Cooperative Education, and Work-based learning experiences.

### **Grade Change Policy**

Within 30 calendar days of the report card distribution day, a student may appeal his/her grade. The right to appeal is that of the student and/or parent(s) or legal guardian(s). In special situations, the principal or his/her designee may accept a review request from a counselor or teacher. The following review procedures shall be followed:

- A written explanation addressing all pertinent reasons for the requested grade change. The explanation should indicate completion of all of the course requirements including the final examination. The documented information is critical.
- The written explanation shall be delivered to Madison Consolidated High School in person.
- An appeals committee (consisting of the course teacher, guidance counselor, and the principal or principal's designee) shall review the written request and will decide whether the grade should or should not be amended.

### **Retaking Classes**

Students who have earned a credit in a high school course, including Jr. High students, may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma or a Technical Honors diploma. With permission of the principal and/or principal designee, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student's transcript. The higher grade will be associated with the credit and factored into the student's GPA. *The lower grade will remain on the transcript with a notation that the course was retaken but will not be included in the calculation of the student's GPA.* Courses transferring in from a non-accredited school must be replaced by either 1. Completing the MCHS final assessment for the equivalent course, or 2. Retaking the course at MCHS. In order to change a grade transferred in from an accredited school, students may either 1. Complete the MCHS final assessment for the equivalent course, in which case the two grades will be averaged, or 2. Retake the course at MCHS.

### **High School Credits Earned at the Junior High**

Per Board Policy 5461, students who do not earn a minimum of a B- for a high school course taken while in junior high will not earn the high school credit for the course. Neither the credit nor the grade will appear on the transcript or calculate into the student's grade point average. Students who earn a grade of B- or higher will earn the credit for the course, which will be reflected on the student's transcript and GPA.

### **Post-Secondary Credit for High School Students**

The Indiana Board of Education Rule 511 IAC 6-10 provides the opportunity for students to take college-level courses for either high school or college credit, or both. The courses must be taken at an accredited public or private college or university that grants baccalaureate or associate degrees. These courses may count toward high school graduation requirements as long as they meet the criteria established in the state curriculum guides, **and are approved in advance**. Such approval must be in written form and must be signed by the student, his/her parent/guardian, the student's counselor, and the building principal. Students interested in this option may obtain additional information from their high school counselor. Students taking post-secondary courses outside of the Ivy Tech partnership are responsible for bringing proof of course completion to the counselor. Students are responsible for requesting courses to appear on their high school transcript if applicable.

### **Dual Credit Courses/Dual Enrollment Courses**

Madison Consolidated High School allows qualified students to enroll part or full time in college courses for dual high school/college credit. These courses may be taken either at MCHS or on the college campus while the student is still in high school. Depending upon the course selected by the student and/or the college/university, the student may or may not be required to pay the tuition. Several Dual Credit programs are available to MCHS students. MCHS has Dual Credit courses with the following institutions: Ivy Tech Community College, and Vincennes University. **Students are encouraged to use and select courses from the Core Transfer Library at [www.TransferIN.net](http://www.TransferIN.net) to ensure their college of choice will accept the Dual Credit.** See school counselor for additional details regarding Dual Credit opportunities.

### **Field Trip Requirements**

While MCHS recognizes the value of field trips, behavior and classroom performance supersede any activity that removes students from the classroom. A student must be passing all courses in order to be considered eligible for attending any field trip or activity. A student must have fewer than seven (7) unexcused absences in Skyward at the time of the field trip or activity. A student must have fewer than seven (7) discipline referrals in order to be eligible for a field trip or activity.

### **Online Courses**

MCHS students may enroll in online courses by contacting their counselor. Written permission must be received and placed in the student's permanent record file prior to beginning a course. On-line courses will appear on the student's transcript and will be calculated into the G.P.A. **The student and parent are responsible for paying for ALL online courses.** MCHS may reimburse payment to the parent/guardian for the tuition in full if it is a course that we do not offer and that is needed for a student to obtain a higher diploma type. MCHS offers an online credit recovery program through a virtual lab.

### **Change of Address**

Notify the Student Services clerk of any changes of address, telephone number, etc., as soon as possible.

**Withdrawal Procedure**

Students need to see the Student Services clerk to obtain a withdrawal check-out form to be signed by each teacher. It is the student's responsibility to return the school issued device or books to the Student Services secretary.

**State Law for withdrawal of a student under the age of 18**

According to IC 20-33-2-28.5, an individual who is at least 16 but under the age of 18, has no record of transfer to another school, and who has not completed requirements for graduation may withdraw from school only if **ALL** of the following conditions are met:

- (1) An exit interview is conducted.
- (2) The individual's parent consents to the withdrawal.
- (3) The school principal approves of the withdrawal.
- (4) The withdrawal is due to:
  - (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
  - (B) illness; or
  - (C) an order by a court that has jurisdiction over the child.

**Exit Interview to Determine Reason for Withdrawal**

At least five (5) days before holding an exit interview, the school corporation shall give notice to the student, the student's parent(s)/guardian(s) of the following:

1. That a "pre-exit interview conference" will be held to outline reasons why the student should remain in school. Information will be provided to the student and parent(s)/guardian(s) on the financial and other hardships incurred by high school dropouts.
2. Five (5) days after the "pre-exit interview," the exit interview will take place.
3. If both the pre-exit interview and the follow-up exit interview five days later do not both take place, then:
  - a. The student and the student's parent(s)/guardian(s) will receive a copy of the determination; and
  - b. The student's name will be submitted to the Bureau of Motor Vehicles for the Bureau's use in denying or invalidating a driver's license or learner's permit under this section. P.L. 2-1991, Section 12, Amended by P.L. 131-1995, Section I, P.L. 132-1995 Section I.



## SECTION 3 - ATTENDANCE POLICIES AND PROCEDURES

### Attendance

The Board of School Trustees believes that attendance in school is important to the total learning experience for each student. There are times when attendance in school is not possible, and although valuable educational experiences may be lost, students may be absent under these special conditions. Even though the Board recognizes and accepts these special conditions, it is also aware that accumulated absences from school will hinder the educational process no matter what conditions caused the absences and excessive absenteeism may result in the reduction of a student's grade in a particular class or classes because of the difficulty in making up required work. Every effort will be made to work with parents/guardians and students. We strongly encourage parents/guardians to keep MCHS informed of the reasons for absences. A full-day absence is defined as the accumulation of seven (7) total missed periods, consecutive or nonconsecutive.

1. Parent Excused Policy
  - a. Parents may excuse a student from school only five (5) times per semester
    - i. Notification will be sent on the fifth parent excuse
    - ii. Any absences after the fifth parent excused will require medical documentation or will otherwise be unexcused.
  - b. Exemptions for this are as follows
    - i. Funerals
    - ii. serving as a page or honoree of the General Assembly (IC 20-33-2-14 );
    - iii. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
    - iv. when subpoenaed to testify in court (IC 20-33-2-16);
    - v. serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2),
    - vi. the student is approved for an educationally related non-classroom activity (IC 20-33-2-17.5);
    - vii. the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
2. Unexcused Absences - Administrative Procedure
  - a. 5 Unexcused Full-Day Absences
    - i. Letter mailed home
    - ii. Probation Department Contacted
    - iii. An attendance contract is implemented
  - b. 10 Unexcused Full-Day Absences
    - i. Letter mailed home
    - ii. Personal communication by a school counselor, assistant principal, principal, dean of students, or attendance clerk
    - iii. Probation Department contacted
    - iv. Report to Bureau of Motor Vehicles to suspend license for 120 days (if applicable) (IC 9-24-2-1)
  - c. 15 Unexcused Full-Day Absences
    - i. Letter mailed home
    - ii. Probation Department contacted
    - iii. Expulsion from school

### Attendance Procedure

A student is allowed five (5) Parent/Guardian Excused (E-PE) absences each semester. An unexcused absence will be assigned instead after the fifth E-PE.

In the case of medically excused absences, a parent/guardian must call the school to report the absence. This will be marked and counted as a Parent Excused (E-PE) absence. Once medical documentation has been received by the school, the absence will be changed to a Medically Excused (E-MD) in Skyward. The Parent Excused will not be counted as one of the five allowed each semester.

Once a student accumulates five (5), ten (10), or fifteen (15) unexcused absences, the Probation Department will be notified. Submission of medical documentation after we have reported to Probation will not change the unexcused absence on record, nor will it eliminate the Probation Department's involvement.

### **Pre-Arranged Absences**

Parents are discouraged from taking students out of school during instructional time. In the event that a parent/guardian chooses to take the child out of school during a regularly scheduled school day, the following procedure should be followed:

1. The parent/guardian is to contact Door #4 to explain the reason for the request and to request that the day(s) of absence be excused. This may be done in writing, on the phone, or in person.
2. A Pre-Arranged Absence Form will be prepared for the student. The student should then pick up the Pre-Arranged Absence Form from Door #4 and have each of his/her teachers sign it. This gives the teacher notice of the absence and allows for work to be done ahead of time if necessary.
3. The Pre-Arranged Absence Form should be returned to Door #4 at least two (2) days before the absence.

The most frequent reasons for pre-arranged absences are for college visits, scheduled medical procedures, family vacations, and religious observances. **The day(s) missed will count toward the maximum number of Parent Excused, until documentation is provided to the school.**

### **Make-Up Work**

- Make-up work is the student's responsibility to complete. The student must request make-up work on the day that the student returns to school.
- The student is allowed a reasonable number of days (1 day for each day absent or at the teacher's discretion) to make up work after returning to school.
- If the assignment or test was announced prior to an absence, the student is responsible for the assignment or test on the day he/she returns.

### **Absences and Extra-Curricular Participation/Off-Campus Education**

- Students who are absent from school or do not arrive by the end of Period 1 and attend all other scheduled classes, may not attend extra-curricular activities (including athletic practices or contests) that evening. If extenuating school or family circumstances result in a student's failure to be present for these classes, an exception can be made by the school administration. Reasons may include the following: approved college visits, medical emergencies, and funerals.
- Students who leave school due to illness are not to attend extra-curricular or athletic events as well as vocational school. Medical appointments do not apply.
- A student missing an exceptional amount of instructional school days will not be permitted to participate in extra-curricular school events (i.e. dances, field trips, etc.). Final determination of attendance at an extra-curricular school event will be reviewed by the principal.
- Students who leave MCHS due to illness are not to attend off-campus education through ITCC, Work-based learning, or any internship.

### **Appeal Procedures**

When a student exceeds the limit on the total number of absences from school and receives a credit denial letter, an appeal may be made for a review of the student's status at the end of the semester.

The right to appeal is that of the student and/or parent(s) or legal guardian(s). In special situations, the principal or his/her designee may accept a review request from a counselor or teacher.

The following review procedures shall be followed:

- A written explanation of the highly unusual and unavoidable absences shall be submitted to the principal or his/her designee within ten (10) calendar days from the date that the credit denial letter was sent.
- The written explanation shall be delivered to the school-
- An appeals committee shall review the written request and make one of the following determinations:
  - o The absences were a result of highly unusual and unavoidable circumstances and recommend that the student not be penalized.
  - o The request for reinstatement of credits is denied.
  - o That additional information and/or clarification is needed and request a conference with the student and parent(s) or legal guardian(s).
- If a conference is held, the appeals committee shall make a report on its findings and a recommendation to the principal or his/her designee.
- The principal or his/her designee shall make the final determination on credit denial and shall communicate that decision to the student and/or parent(s) or legal guardian(s).

### **Vacations During the School Year**

Parents are encouraged not to take their children out of school for vacations. When a family vacation must be scheduled during the school year, parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Emergency Closings and Delays**

If MCHS must be closed or the opening delayed because of inclement weather or other conditions, the district office will notify the following media outlets:

FOX 41	WLKY 32	WORX/WXGO	WKKG	WHAS 11
WMPI	WIKI	WKID-Vevay	WAVE 3	MadisonCourier.com

@MCS\_Indiana on Facebook, Instagram, and Twitter

Additionally, we use the School Messenger all-call system and the MCS website ([www.madison.k12.in.us](http://www.madison.k12.in.us)) to alert members of these situations too. Parents and students are responsible for knowing about emergency closings and delays.

### **Truancy**

See also the [MCS Code of Conduct](#).

#### **TRUANCY POLICY**

Truancy within the building (e.g. skipping class; not in assigned location)

##### ***Always a Referral***

- 1st referral - Alternative to Suspension (\*Saturday School)
- 2nd referral - Alternative to Suspension (\*Saturday School)
- 3rd referral - Alternative to Suspension (\*Five Hours Community Service)
- 4th referral - One (1) day ISS
- 5th referral - Three (3) Day ISS
- 6th+ referral - OSS (2 days)

*\*Failure to serve a Saturday School or Community Service hours will result in three (3) days ISS*

Truancy outside the building (MCHS IS A CLOSED CAMPUS. ONCE ARRIVING ON SCHOOL GROUNDS, STUDENTS ARE NOT TO LEAVE THE BUILDINGS UNLESS IT IS IN THEIR SCHEDULE OR FOLLOWING MCHS HANDBOOK POLICY. A STUDENT SITTING IN HIS/HER VEHICLE IS CONSIDERED TRUANT. STUDENTS ARRIVING TO CAMPUS SHOULD IMMEDIATELY REPORT TO THE BUILDING.)

##### ***Always a Referral***

Any referral will result in an OSS (2+ days)

### **Habitual Truancy**

See the [MCS Code of Conduct](#).

### **Tardy to School**

If a student arrives at school after the 8:00 AM bell, he/she will be counted as “Tardy to School” and should report directly to Door #4 to sign in. A student who is more than ten (10) minutes late will be assigned an unexcused absence from class. Students who are tardy to school may have their driving privileges revoked for a period of time up to the remainder of the semester **in addition to** the normal consequences for excessive tardiness.

### **Tardy to Class**

A student will be counted as present if he/she is inside the classroom when the tardy bell rings. When a student arrives to class after the tardy bell, but within the first ten (10) minutes, he/she will be counted tardy to class. Students who are late to class more than the allowed ten (10) minutes are considered to have an unexcused absence for that class and will be considered truant if he/she does not have a pass. **This policy is**

**based on tardies for each individual period during a semester.** Teachers need to change all absences on the computer to tardies at the end of each period according to the definitions above. Tardies are reset each semester.

#### **TARDY POLICY**

Tardy #1-3            Warning from teacher/phone call home after third tardy

Tardy #4+            Discipline Referral from Teacher

1st referral - \*Lunch Detention

2nd referral - Lunch Detention + \*ASD

3rd referral - Alternative to Suspension (\*\*Saturday School)

4th referral - Alternative to Suspension (\*\*Five Hours Community Service)

5th referral - Three days ISS

6th referral - OSS

*\*Failure to serve a Lunch Detention will result in an ASD. Failure to serve an ASD will result in a Saturday School*

*\*\*Failure to serve a Saturday School or Community Service hours will result in three (3) days ISS.*

## SECTION 4 – STUDENT CONDUCT/DISCIPLINE

See also the [MCS Code of Conduct](#).

### **MCHS Tobacco/Vaping Policy**

#### First offense

- Two (2) days ISS
- Successful completion of in-house cessation program (will be held outside of school hours)
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### Second offense

- Five (5) days ISS
- Successful completion of a second in-house cessation program (will be held outside of school hours)
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### Third offense

- 5-day out-of-school suspension
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### Fourth offense

- Immediate suspension, pending expulsion
- Referral to law enforcement

Consequences change to immediate suspension, pending expulsion should the vaping device test positive for THC, a student refuses to participate in the drug testing (will be treated as a positive result), or if a student possesses multiple vaping devices/paraphernalia and/or pods (distribution).

### *Honesty Clause*

*In the instance of a first violation, honest cooperation with administration in an infraction's investigation may allow for the following punitive actions.*

#### *First offense*

- *ISS for seven (7) periods*
- *Successful completion of in-house cessation program (will be held outside of school hours)*

#### *Second offense*

- *Two (2) days ISS*

- Successful completion of a second in-house cessation program (will be held outside of school hours)
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### *Third offense*

- Five (5) days ISS
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### *Fourth offense*

- 5-day out-of-school suspension
- Possible phone confiscation (if reasonable suspicion is met for analysis)
- Referral to law enforcement

#### *Fifth offense*

- Immediate suspension, pending expulsion
- Referral to law enforcement

Consequences change to immediate suspension, pending expulsion should the vaping device test positive for THC, a student refuses to participate in the drug testing (will be treated as a positive result), or if a student possesses multiple vaping devices/paraphernalia and/or pods (distribution).

### **Intimidation/Discrimination**

Threatening language (verbal or written/electronic; implicit or explicit) or physical gestures, or language that is racially or sexually charged.

#### Used/Overheard

- 1st referral - One (1) day ISS
- 2nd referral - Two (2) days ISS
- 3rd referral - Three (3) days ISS
- 4th+ referral - 1+ days OSS

#### Directed towards another individual

- 1st referral - Three (3) days OSS
- 2nd referral - Five (5) days OSS
- 3rd referral - Ten (10) days, pending expulsion

### **Fighting/Battery**

These guidelines fall within the scope of the MCS Code of Student Conduct: Fighting; Attack on Adult; Attack on Student (*MCS policy 5500*).

#### Instigator

- Five (5) days OSS

#### Other party

- Every attempt is made to avoid/resolve the altercation will result in not punitive action
- No attempt to avoid/resolve the altercation and strikes back will result in Three (3) days OSS
- Any attempt to perpetuate the altercation will result in Five (5) days OSS

Others Inciting (bystanders who perpetuate the altercation through coaching, cheering, taunting, or any other means.)

- Five (5) days ISS

#### Battery

- An attack on a defenseless or unsuspecting person with potential to do harm will result in Ten (10) days OSS, pending expulsion
- Any attempt to perpetuate the altercation, with potential to do harm after staff intervention will result in Ten (10) days OSS, pending expulsion

### Academic Dishonesty

These guidelines fall within the scope of the MCS Code of Student Conduct: Academic Dishonesty (*MCS policy 5110*).

Plagiarizing, such as by taking someone else's work or ideas (for students in Grades 3–12); forgery, such as by faking a signature of a teacher or parent/guardian; cheating; falsifying any information that impacts a student's educational record; or sharing or otherwise distributing information contained on assessments or other graded work.

### MCHS Plagiarism Policy

Plagiarism is a serious academic offense and all students are expected to maintain academic honesty at MCHS. The following definition of plagiarism explains the offense: "to steal and pass off the ideas or words of another as one's own; to use another's production without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source" (Merriam Webster online).

If a student presents another person's ideas or words as his or her own (to include Artificial Intelligence (AI)), plagiarism has been committed, whether the use was intentional or not. Plagiarism thus falls into two main categories:

1. **Blatant plagiarism:** directly copying someone else's words or using someone else's words or ideas without acknowledging the source and with an intent to pass off those ideas or words as one's own.
  - a. Copying an entire published document.
  - b. Copying any part of a published document.
  - c. Submitting online text as one's own.
  - d. Submitting another student's work as one's own.
  - e. Using an electronic translation website/device inappropriately in world language courses
  - f. Giving one's completed work to someone else who then submits it as his or her own
2. **Inadvertent plagiarism:** failing to credit sources for ideas and words due to sloppy research and writing technique.
  - a. Failing to credit the source for someone else's original idea.
  - b. Paraphrasing someone else's words but failing to credit the source.
  - c. Failing to enclose someone else's verbatim text in quotation marks and credit the source.
  - d. Failing to list sources on a works-cited page or bibliography.

**Blatant plagiarism** is cheating. When blatant plagiarism is detected, the following procedure will be followed.

1. The first time a student commits blatant plagiarism, the teacher will file a discipline report on the student conference with the student, and contact the student's parents.
2. The student will receive zero points for the assignment, with no possibility of making up the assignment.
3. If a student commits blatant plagiarism a subsequent time at MCHS, the student will fail the course in which the plagiarism occurred. The student will also not be eligible for membership in the National Honor Society, and if already a member, membership will be revoked.

**Inadvertent plagiarism** is a serious offense, but since we recognize that students are in the process of learning how to use others' ideas and words in their own written work, students will receive instruction on avoiding inadvertent plagiarism in each grade level of English. When inadvertent plagiarism is detected, the following procedure will be followed.

1. The first time a student commits inadvertent plagiarism, the teacher will file a discipline report on the student conference with the student, and contact the student's parents.

2. The student will have the opportunity to complete the assignment to correctly credit source material and resubmit the assignment within three school days, which will then receive an automatic 20% grade reduction. If the assignment is not completed within three school days or still contains evidence of plagiarism, the assignment will receive zero points.
3. If a student submits a second assignment any time in his MCHS career with evidence of inadvertent plagiarism, the teacher will file a second discipline report, conference with the student, and conference with the student's parents.
4. The student will have the opportunity to complete the assignment within three school days to credit source material correctly and resubmit the assignment, which will then receive an automatic 30% grade reduction. If the assignment is not redone within three school days or still contains evidence of plagiarism, the assignment will receive zero points.
5. A third instance of apparently inadvertent plagiarism will be treated as a first instance of blatant plagiarism, resulting in zero points for the assignment with no possibility of re-submitting the work.
6. A fourth instance of plagiarism at any time in a student's MCHS career will result in failure of the course in which the plagiarism occurred. The student will also not be eligible for membership in the National Honor Society, and if already a member, his membership will be revoked.

### **Student Dress Code**

**Students are expected to maintain an appropriate appearance for school and conducive to the educational atmosphere.**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines.

Proper student dress and appearance are important for creating an educational atmosphere geared for success. Whenever a school official considers a student's appearance to be inappropriate, immodest, distracting to the educational environment, or unsafe, a conference will be held and the student will be asked to make accommodations.

MCHS students in violation of the school dress code will be asked to comply before returning to class or will be given alternate clothing or be assigned to detention for the day. Repeated violations of the dress code may result in disciplinary consequences. The following dress code applies to both male and female students:

1. General
  - a. All clothing with vulgar, racist, or suggestive slogans or promoting hatred or discriminating against a group or individual, including slurs, is not permitted. All clothing containing alcohol, tobacco, or narcotic-related products is not permitted.
  - b. All clothing must be free from any gang-related identification.
  - c. Nothing shall be worn that is considered detrimental to the educational atmosphere. Shirts, Tops, and Dresses
  - d. All garments must cover the torso area completely when arms are extended upward (bare midriffs, fronts, sides, or backs are not allowed). Shirts, tops, and dresses must have appropriate coverage.
  - e. The neckline of all garments must be appropriate for school
  - f. Muscle shirts, see-through shirts, and low-cut shirts that expose cleavage are prohibited.
2. Pants, Shorts, and Skirts
  - a. Pants are to be worn around the waist. No sagging or low hip-hugger pants should be worn to school.
  - b. Shorts, skirts, and dresses will be allowed to be worn to school if the length allows for appropriate coverage.
  - c. Pants with holes, cuts, tears, frays, that expose skin, other clothing, or undergarments must allow for appropriate coverage.
3. Shoes and Accessories
  - a. As a safety factor, appropriate shoes must be worn at all times. Certain activities in school require students to wear closed-toe shoes (e.g., food lab, science lab, manufacturing lab, P.E., etc.).
  - b. Sunglasses, hoods or any head coverings that cover the ears are not to be worn inside the building.
  - c. Chains (including billfold chains), animal collars, and any accessories with spikes are not permitted to be worn in school.
  - d. Light jackets or sweatshirts are allowed.
  - e. Earrings and other jewelry
    - i. No jewelry with spikes
    - ii. No jewelry that could be considered a danger to others may be worn for safety reasons.



### **Defiance/Insubordination**

1 <sup>st</sup> Referral for defiance	Saturday School
2 <sup>nd</sup> Referral for defiance	1 day ISS
3 <sup>rd</sup> Referral for defiance	3 days ISS
4th+ Referral for defiance	OSS (1 day)

### **Personal Communication Devices (PCDs)**

While students may possess personal communication devices (PCDs) **and/or earbuds/headphones** in school, on school property, during after-school activities (e.g. extra-curricular activities) and at school-related functions, they must only be used in class when permission is granted by the teacher. If a student is in violation, the teacher will have the student place his or her device into a clear bin for the remainder of the period, and it will be given back at the end of the period. If the student refuses to put his/her device in the bin, they will be written up for **defiance**.

### **Removal from Class**

This consequence refers to the teacher's right to remove a student from class for classroom behavior problems. Recognizing that each teacher is responsible for students in his/her class, the teacher has the right to remove a student from his/her class or activity for a period of up to three days with administration approval. In the event a student is removed from class, the student will be assigned regular and/or additional work to be completed in another setting.

Removal from class will result in a written referral in Skyward.

When a teacher removes a student from class, he/she will send the student to the In-School Suspension Room (ISS) along with an assignment to complete. The ISS Instructor will communicate with parents/guardians. This communication will only concern the fact that the student has been sent to ISS. The reason for the ISS will be communicated to the parents/guardians by the teacher and can be checked on Skyward.

Incidents, where a student is sent to ISS for the period, will be cumulative and will result in additional consequences when certain levels are reached.

A student who does not arrive to ISS in a timely manner will be considered truant.

If a student refuses to leave the classroom, school administration and possibly the SRO will come to the classroom and clear all other students and the teacher from the classroom.

### **Alternatives to Suspension (Lunch Detention / After School Detentions / Before School Detention /Saturday School)**

In an effort to keep students in class as much as possible, an Alternative to Suspension may be assigned in lieu of In-School Suspension (ISS).

*Lunch Detention (LD)* -- Lunch Detention may be assigned for many first infractions or less egregious infractions. LDs will be scheduled by the ISS instructor, who will send a notification email to the parents/guardians and the student. Students are to report to the ISS room at their designated lunchtime on the day assigned. The ISS instructor will walk the students to the cafeteria to retrieve lunch and escort them back to the ISS room.

*After-School Detention (ASD) / Before-School Detention (BSD)* -- In those instances where an After-School Detention (ASD) is deemed appropriate, the administration will assign the ASD. ASDs will be scheduled by the ISS instructor, who will send a notification email to the parents/guardians and the student. The ISS instructor will also call parents/guardians when the ASD is scheduled. ASDs will be held on Tuesdays and Thursdays from 3:30 p.m. - 4:30 p.m. Before School Detention will be held in the morning from 7:30-7:50. Students must bring school work to complete during the detention and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, or tardiness will not be tolerated. Students not meeting these guidelines will be asked to leave and will be assigned an additional session of detention. The student will be assigned the next available session of detention provided there is at least one (1) day's notice. Detentions will only be rescheduled by parental request and should be for urgent situations. **Work and athletic participation are not considered urgent situations.** Failure to serve detention will result in a Saturday School being assigned.

*Saturday School* -- In those instances where a Saturday School (SS) is deemed appropriate, the administration will assign an SS. Saturday Schools will be scheduled by the ISS instructor, who will send a notification email to the parents/guardians and the student. The ISS instructor will also call parents/guardians when the SS is scheduled. Saturday Schools will be held from 8 a.m - Noon. Students must bring school work to complete during the detention and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, or tardiness will not be tolerated. Students not meeting these guidelines will be asked to leave and will be assigned an additional session of detention. The student will be assigned the next available session of detention provided there is at least one (1) day's notice. Detentions will only be rescheduled by parental request and should be for urgent situations. Work and athletic participation are not considered urgent situations. Failure to serve a Saturday School will result in an In-School Suspension (ISS) or an Out of School Suspension (OSS).

MCHS administration will use the alternative to suspension on a case-by-case basis. Alternatives to suspension might include PBIS and support, Conflict Resolution/Problem Solving, Threat Assessment, Restorative Justice, Community Service, Substance Abuse Interventions.

#### **In-School Suspension (ISS)**

See the MCS Code of Conduct.

#### **Out-of-School Suspension, Expulsion**

See the MCS Code of Conduct.

#### **Student Due Process**

See the MCS Code of Conduct.

A student who receives an ISS or OSS from MCHS will **not** be permitted to attend any Ivy Tech courses for the duration of the suspension. Students are expected to contact teachers and Ivy Tech instructors.

The grounds for suspension or expulsion apply during the following:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school
- Off school grounds at a school activity, function, or event
- Traveling to or from school or a school activity, function, or event
- If a student has 5 separate referrals that result in OSS, regardless of the number of days, a student may face expulsion from school. If a student receives 15 referrals in a school year, a student may face expulsion from school.

#### **Individual Student Behavior Plan**

Any student who has been involved in an infraction of school rules may be placed on a behavioral plan by the school principal or his/her designee, in addition to, or in lieu of, other disciplinary action. The plan will be for a definite time period (probation period) during which critical examination and evaluation of the student's progress should take place. During the probation period, the student may be denied the privilege of participation in or attendance at any school extracurricular activities. If the student is further involved in an infraction of school rules during the probationary period, he/she will be subject to whatever disciplinary action is set forth in the probationary agreement.

Students who are suspended a second time during the school year or who receive nine (9) disciplinary referrals will be placed on probation and a behavior plan will be developed with specific interventions put into place to help the student learn appropriate behavior while at school.

The parent/guardian will be notified by the principal or his/her designee that the student is being placed on behavioral probation, including the length of the period, the terms of probation, and the possible consequences of suspension/expulsion if the student is found in further violation of school rules during probation.

#### **Driver License Law for Students (IC 9-24-2-1)**

##### **Suspension, expulsion, or withdrawn students**

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

1. Is a habitual truant
2. Is under at least a second suspension from school for the school year
3. Is under expulsion from school

##### **Invalidation of Licenses**

If a person is less than eighteen (18) years of age and is a habitual truant (10 or more full-day unexcused absences) or has been suspended twice or more, or has been expelled, the License Bureau shall, upon notification by the principal or his/her designee, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age
2. One hundred twenty (120) days after the person is suspended or the end of a semester during which the person returns to school, whichever is longer
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under Indiana Code

##### **Revalidation of Licenses**

The License Bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:

1. Establishes to the satisfaction of the principal or his/her designee of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
  - a. Enrolled in a full-time or part-time program of education; and

- b. Participated for thirty (30) or more days in the program of education
2. Submits to the License Bureau their form that contains:
  - a. The verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
  - b. Notification to the License Bureau that the person has complied with subdivision (1)

### **Search and Seizure**

Lockers, vehicles, and other storage areas are subject to search if there is reasonable suspicion that the student has violated a particular law or possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or corporation property. The principal or his/her designee may search student lockers, vehicles, and other storage areas at any time for any justifiable reason. The principal or his/her designee may request assistance from the Police Department if such assistance is deemed necessary.

Personal searches of students may be conducted by the principal or designated building administrator who has reasonable suspicion for a search of that student. Authorized searches of the student's person include the following:

1. Searches of the pockets of the student
2. Purses, backpacks, or any other object in the possession of the student
3. Removal of an article of exterior clothing such as a jacket, shoes, and socks

All personal searches shall be conducted in accordance with MCS Policy 5771. If the initial search produces no evidence of contraband, there should be no extension of a search based on simple curiosity. Anything found in the course of a search which is evidence of a student's violation of school rules or Federal/State laws may be seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing. The evidence may also be turned over to any law enforcement officer after proper notification and receipt.

### **Use of Police at Madison Consolidated High School**

It is the belief of the administration at MCHS that the responsibility for dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of State Laws or Municipal Ordinances occur, or when students or parents/guardians refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. Police will be advised on all physical threats made by one person to another.

### **Grievance Procedures**

#### **Informal:**

Any pupil or parent/guardian who is aggrieved by any disciplinary action shall have the right to an informal conference with the superintendent or his/her designee for the purpose of resolving the matter.

At the conference the pupil or parent/guardian shall be subjected to questioning by the school authority and shall be entitled to question school personnel or other persons involved.

#### **Formal:**

1. Any student and/or parent/guardian acting on behalf of his/her child who has been aggrieved by an action or failure to take action on the part of the school personnel which is or was in violation of the provisions set forth in this statement of Student Rights, Responsibilities and Procedures (hereinafter referred to as the "statement") may within ten (10) working days of the events giving rise to the grievance, complain in writing to the principal or his/her designee. Such a complaint should set forth briefly but specifically the facts complained of and point out the language in the statement that is alleged to be controlling. The principal or his/her designee shall reply in writing within five (5) working days, suggest a hearing date, and/or give his/her decision on the complaint which shall contain a summary of facts on which the decision was made.
2. If the complainant remains dissatisfied, he/she may submit a written request for a hearing to the Superintendent of Schools or his/her designee. The decision shall be in writing and transmitted to the grievant within ten (10) working days after receipt of the written request for a hearing.
3. The complainant may appeal the decision of the Superintendent to the Board of School Trustees within five (5) working days of receipt of the Superintendent's decision by giving the Superintendent written notice of his/her desire to appeal. The Board of School Trustees will evaluate each written request to determine whether or not a hearing is warranted. The decision shall be in writing to the complainant.

#### **Interpretation:**

Any member of the school community who desires an interpretation of the applicability of this statement to a particular set of facts or procedures may apply in writing to the Superintendent of Schools or his/her designee setting forth the facts on which an interpretation is sought and citing the portions of the statement which are questioned.

The Superintendent shall present the request and a recommended interpretation to the Board of School Trustees as one of the administrative items to be considered at the next regular meeting of the Board of School Trustees. The person requesting the interpretation may submit additional written materials as he/she desires, but no speakers will be heard unless the Board of School Trustees so directs.

**Conduct Violation Guidelines Consequences:** See the [MCS Code of Conduct](#).

## **CHAPTER 5 - MISCELLANEOUS INFORMATION**

### **Dances**

Madison Consolidated High School hosts several dances throughout the school year. These dances are for MCHS students and approved guests. Any student wishing to bring a guest to a dance must first obtain a Guest Pass from the Main Office, complete it, and return it to the Main Office at least five (5) school days prior to the day of the dance for approval. A guest at a dance must (1) be enrolled in a regular high school program in another school, have graduated from high school, or obtained a G.E.D. (documentation required); (2) agree to be interviewed by the administration; and, (3) be under the age of twenty-one (21). Picture I.D. of the student and approved guest will be required at the entrance to the dance.

NO-GO Lists will be enforced for students with attendance and behavioral violations.

### **Junior/Senior Event Eligibility**

To be considered a junior and be eligible for junior events, students must have completed four (4) semesters of high school and have a minimum of 24 credits at the beginning of their junior year. To be considered a senior and be eligible for senior events, students must have completed six (6) semesters of high school and have a minimum of 32 credits at the beginning of their senior year.

### **Prom**

The annual Junior-Senior Prom is a special event in the lives of our students. The Prom is hosted by the junior class and may be held at the school or off-site. Only juniors, seniors, and their approved guests may attend the Prom. All guests must be approved before a ticket will be issued to them.

A guest at the prom must (1) be enrolled in a high school program at another school, have graduated from high school, or obtained a G.E.D. (documentation required); (2) agree to be interviewed by the administration; and, (3) be under the age of twenty-one (21). A picture I.D. of the approved guest will be required at the entrance to the dance.

NO-GO Lists will be enforced for students with attendance and behavioral violations.

Prom is a formal event. Students and guests are expected to be dressed accordingly. Students' and/or guests' entrance into prom may be denied if not dressed in "black-tie" formal attire.

### **Co/Extracurricular Activities**

MCHS offers many opportunities for students to get involved by offering several clubs and organizations.

### **Interscholastic Athletic Program**

MCHS is independent and competes against non-conference teams and in State Tournaments in the following sports:

- **Boy's** baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, and wrestling.
- **Girl's** basketball, cheerleading, cross country, golf, soccer, softball, swimming, tennis, track, and volleyball.

The Interscholastic Program at Madison Consolidated High School is governed by the rules of the Indiana High School Athletic Association. Participation on varsity teams is open to boys in 10 sports and to girls in 10 sports. In order to be eligible to participate in athletics, a student must meet the following conditions:

1. Be enrolled in, and passing, at least five (5) full credit subjects or the equivalent during the current grading period if enrolled in seven classes.
2. Have passed at least five (5) full credit subjects the previous grading period.
3. Be of good character and habits.
4. Not have reached the age of twenty (20) years prior to or on the scheduled date of the IHSAA State Finals in that sport.
5. Have a physical examination after April 1st by a doctor on file and have written parental consent to participate.

Information as to professionalism, amateurism, awards, or participation in sports other than those under the direct supervision of the high school program and residence requirements should be obtained from any coach or the Athletic Director. Please consult the Athletic Handbook for further explanations of policies.

### **ACTIVITY CONFLICTS**

Where sports and other school activity conflicts occur, the following policy will apply:

The "performance," i.e., the athletic game or meet, theatrical performance, concert or contest in music, has priority over practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is scheduled at the same time an athletic game or meet occurs in which the student is participating, the game or meet has priority and the student is excused without penalty.

Conversely, in the event the theatrical or music “performance” conflicts with an athletic practice, the “performance” takes priority and non-participation will not result in a penalty. **The student must inform the athletic coach and the teacher/activity sponsor of the conflict no less than three weeks prior to the date of the event. Punitive consequences (reduction in grade, reduction in playing time, etc.) may occur if this does not happen.**

In the event the practice occurs at the same time as theater, music, and sports, the practice time shall be divided equally between the two activities. The parties involved can work out a mutual agreement to trade off every other day when having the student involved.

In the event a theatrical or music performance conflicts with a game, scheduled at the same time, the student is permitted a choice without penalty. This decision must be conveyed to both the athletic coach and the teacher/activity sponsor. If this causes a problem, the high school principal will act as arbitrator.

### **TRANSPORTATION**

It is expected that all participants ride on the bus to and from the site of the game/meet/event. Appropriate behavior and citizenship is expected of all students who ride buses. The sponsor/director/coach is responsible for exercising control and maintaining proper supervision of their students on the bus. All students must remain under the supervision of the sponsor/director/coach on all trips from the time of departure until the return to Madison.

Exception: A student may return home with his/her parent(s) upon the parent’s notification, in writing or in person, to the sponsor/director/coach. This request may be denied by the sponsor/director/coach. No student may ride home with another student’s parent unless a written permission note from his/her parents is given to the sponsor/director/coach prior to departure.

### **Use of Alcohol/Drug – Test Instruments (Reasonable Suspicion)**

The Principal may arrange for a breath test for blood-alcohol content (BAC) to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The Principal may arrange for a drug test to be performed on a student whenever the student is believed to have consumed drugs.

### **MCHS Drug Testing Policy**

MCHS follows the adopted school board policy 5530.01 in its drug-testing program. The scope of students to be tested at MCHS are all students grades 9 - 12 who wish to participate in any extracurricular activities at the high school. It also includes any student who wishes to drive to school, from school, and during school.

### **CO/EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM**

#### **The Mission of Madison Consolidated Schools**

Madison Consolidated Schools believes that the public school is to provide the best possible educational opportunities for all the youth of the community and for all adults who desire and want to pursue additional training or retraining. These opportunities must focus on the individual in terms of his/her interests, needs, abilities, and capacities. It is the goal of Madison Consolidated Schools to provide experiences which will equip the student to meet the responsibilities required of every citizen in our American democratic society. It shall also be the goal of the school to help the individual to acquire basic skills and attitudes necessary for him/her to live a full, productive, and satisfying life.

#### **Introduction**

The effective date of this program is January 1, 2006. This program does not affect the current policies, practices, or rights of Madison Consolidated Schools with drug and/or alcohol possession or use, where reasonable suspension is obtained by means other than drug testing through this policy. Madison Consolidated Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **Reasonable Concern**

Madison Consolidated Schools has a strong commitment to the health, safety, and welfare of its students. Results of studies throughout the United States, and continuing substance abuse problems in Jefferson County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining extracurricular activities in Madison Consolidated Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

**Purpose**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. It is the purpose of this program to prevent students from participating in extracurricular activities while they have drug residues in their bodies. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free participation.

**Scope**

Participation in extracurricular activities is a privilege. This policy applies to all Madison Consolidated Schools students in grades 6 – 12 who wish to participate in extracurricular activities that are listed in the current student handbook and *any other school-sponsored extracurricular activities not listed*. It also includes any student who wishes to drive to school, from school, or during school.

**Legal Obligation**

Indiana Code 20-34-3 sets forth health measures to be governed by school officials. Most specifically, IC 20-34-3-9 establishes the responsibility of schools to assist children found to be ill or in need of treatment.

**Drug Education**

The sponsor or coach of each extracurricular activity will require the attendance of all prospective participants at one or more drug policy education sessions. All prospective participants shall receive a copy of this policy. The policy will be explained to them at that time.

**Consent Form**

It is **mandatory** that each student who participates in extracurricular activities sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation. Each extracurricular participant shall be provided with a “consent form,” a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Madison Consolidated Junior and Senior High Schools.

**Testing Procedure**

1. The selection of participants will be supervised by the principal/administrative designee, and will use the random selection process furnished by the certified laboratory hired by the corporation to do the testing. Selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the participating student shows signs of reasonable suspicion, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student. Parent/guardian-requested tests will be paid for by the requesting parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon selection for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow-up” test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If the student is still unable to produce a specimen within two hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection of the specimen, the student will become ineligible for all of the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana.) Also, “performance-enhancing” drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services.

**Chain of Custody**

1. The certified laboratory will provide training and direction to those who supervise the testing program, set up the collection environment, guarantee specimens, and supervise the chain of custody. To maintain anonymity, the student's number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collection to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. The certified laboratory will conduct the urine collection. MCS students are responsible to comply with all certified laboratory procedures. The certified laboratory is responsible to maintain student privacy and collect sample validity.
5. The testing laboratory will report the results to the principal/administrative designee.
6. In order to maintain confidentiality, the container with the urine specimen to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student's random identification number will appear on the results sheet.

**Test Results**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participating in extracurricular activities.
2. Refusal to participate in the drug testing will be treated as a positive result.
3. The principal/administrative designee will be notified of a student testing "positive". The principal/administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.
4. In addition, the student or parent/guardian may request the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
5. If the test is verified "positive", the principal/administrative designee will contact the parent/guardian. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help. The student is banned from participating in any extracurricular (nonathletic) activity such as Theatre, FFA, Bowling Club, Archery Club, etc. The student will follow the athletic handbook consequences. Students who drive will lose their driving privileges. A "follow-up" test will be requested by the principal/administrative designee after 30 days of the positive test. Students who produce a negative "follow-up" test may resume their extracurricular privileges. For students who drive, if this "follow-up" test is negative, the student will be allowed to resume driving privileges. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, athletes will follow the athletic handbook procedures and all other students will follow the same previous procedure. In addition, Madison Consolidated Schools reserves the right to continue testing any participating student who tested "positive" and did not make a satisfactory explanation at any time during the remaining school year.
6. Information on a verified "positive" result will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students tested.
7. Drug testing results sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students will not be kept in open files or on any computer. Results sheets will be locked and secured in a location that only the principal/administrative designee has access to.

**Financial Responsibility**

1. Under the drug testing policy, Madison Consolidated Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.) Any parent/guardian-requested test will be paid for by the parent/guardian.
2. A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

**Confidentiality**

Under the drug testing program, any staff, coach, or sponsor of Madison Consolidated Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena made upon that person in the course of a legal investigation. Once again, this will underscore the Madison Consolidated Schools' commitment to confidentiality with regard to the program.



**Network and Internet Access /Computer Use Agreement  
Madison Consolidated Schools  
Madison, Indiana**

**Introduction**

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Madison Consolidated Schools' (MCS) network is connected to the Internet. While MCS implements content filtering at all MCS sites, and on all MCS devices while at home, it is impossible to filter all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. MCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of MCS. Internet access is seen as a supplement to traditional sources of information, both print and non-print, not as a replacement for them.

The purpose of this agreement is to identify standards that will assist in ensuring students benefit from their use of the MCS network and the Internet. By using the MCS Network, Devices, and Internet, students and their guardians agree to the conditions and expectations outlined in this document.

**Use of the MCS Network**

The use of the MCS network is a privilege, not a right. Students who fail to comply with this agreement or violate MCS' disciplinary policies while using the MCS network may lose the privilege to access the MCS network. Students may also lose the privilege to use computer equipment provided by MCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation.

All students who request access to Internet resources through MCS, whether on or off of school property, are required to comply with the Network and Internet Access /Computer Use Agreement. This agreement is a condition of use. There is no opting out. This agreement will be incorporated into the Student and Employee Handbooks for all of our schools. Access to a handbook in print or electronic form at the time of registration or employment shall serve as your notice of this and other expectations whether or not you choose to read them.

**Services**

As part of the electronic information highway, Internet provides access to the following

- Electronic mail communications with people all over the world. (Grades K-8 will only have access to Madison Consolidated Schools inside Domain email)
- Information and news from government and other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.
- Discussion forums on a variety of topics.
- Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

**Acceptable Uses**

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines.

MCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network password and identification if misuse of the Internet resources is discovered.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media.

Use of the Internet by MCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of MCS and this agreement.

#### **Unacceptable Uses**

Use of the MCS network for any of the following purposes is prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.
- To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.
- To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.
- To endanger or attempt to endanger the integrity of a computer on the MCS network or the data stored on the network, including the introduction of computer viruses or worms.
- To install VPNs, or use Proxies or any other means to circumvent or attempt to circumvent MCS's Internet security measures and/or filters.
- To use AI technologies to research and/or use to hack into corporation computers, servers, and/or circumvent MCS's Internet Security measures and/or filters.
- To Use AI Technologies to create work, projects, or answers to assignments that would be considered as not one's own work unless under the guidance and permission of a Madison Consolidated School's teacher or administrator.
- To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password. Sharing of passwords is strictly prohibited.
- To falsely represent or attempt to falsely represent oneself in any Internet communication.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.
- To upload images of another student from a school device onto the web, or shared through other electronic means without another student's knowledge and/or advanced permission from a MCS staff member.
- To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secrets.
- To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of MCS's distribution lists without permission of a school official.
- To download or attempt to download any type of software, games, entertainment software, or copyrighted material without permission of a school official.
- To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
- To install or modify or attempt to install or modify any software on any MCS computer.
- To manipulate or change any hardware or hardware settings of a MCS school device.
- To engage in commercial activity, product advertisement, or political lobbying.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of MCS.
- Protective casing must stay on student devices at all times. Removal of protective casing will result in voiding the device warranty.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

#### **Privacy Limitations and Filtering**

In accordance with its obligations under the Children's Internet Protection Act, MCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the MCS network or any computer equipment, software, Access accounts, or other types of materials or facilities owned, controlled, or provided by MCS. Use of the MCS network constitutes consent to be monitored.

MCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this agreement, and may use any such material or communication in the investigation of any violation of this agreement or in any disciplinary actions or proceedings against any student which might result from the student's violation of this agreement. MCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

#### **Student Responsibilities**

In accordance with its obligations under the Children's Internet Protection Act, MCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms. MCS uses content filtering to try to block Chat Rooms, but no content filter is 100% accurate. Students using the network and communicating with others on the Internet should exercise caution in case a chat room bypasses a filter, and remember the following:

- People in chat rooms on instant messaging may not be who they appear to be. Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., a chat room or on a profile).
- Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent or school official has coordinated the communication.
- Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
- Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
- Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols).

If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact immediately.

If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official.

Network etiquette expects that the student abides by the following guidelines. These guidelines include, but are not limited to:

- Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
- While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to "clean up" their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
- All communications and information obtained via the network or the Internet should be assumed to be intellectual

- property subject to federal copyright law.
- Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation's Director of Technology.

#### **Information and Service Disclaimers**

MCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student's own risk and MCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the MCS network.

MCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student's use of the MCS network or any computer equipment or software owned, controlled, or provided by MCS.

It is the policy of MCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will MCS be liable for any unauthorized purchases or other financial obligations resulting from MCS provided access to the Internet. Receipt of a handbook containing the Network and Internet Access/Computer Use Agreement establishes a legal obligation on the part of the recipient to abide by the agreement in all its terms and conditions regardless of whether they choose to read the agreement in its entirety.

#### **Student Device Insurance and Damage Costs**

- MCS Chromebooks and iPads are under warranty at no extra cost to families for up to 2 incidents per school year. **This warranty does not cover intentional neglect or damage to a device.** If it is a 3<sup>rd</sup> incident, or if the damage caused was intentional, the following will be repair costs that will be billed to parents. Furthermore, repairs are to be made only by MCS I.T. Staff, or companies that are contracted by Madison Consolidated Schools. Any unauthorized repairs will be billed. Some prices may vary due to the fluctuation in market prices, but the costs will not exceed what has been stated below. Protective casing must stay on student devices at all times. Removal of protective casing will result in voiding the device warranty. Chargers are not covered under warranty.

<b>Type of Incident</b>	<b>Cost</b>
Screen Break	100.00
Keyboard Break or Missing Keys	\$30.00
Chromebook Casing Damage (Includes Broken Hinges, Handwriting on Device that cannot be removed, Stickers that cannot be removed)	\$75.00
Clam Shell or Protective Casing Replacement	\$25.00
Chromebook Charger	\$40.00
iPad Charger	\$15.00
Battery	\$40.00
Damaged Headphone Jack or Power Charging Port	\$25.00
Keyboard Grid (holds keyboard in place)	\$10.00
Screen Bezel (holds screen in place)	\$10.00
Labor to Repair Device with void warranty if through a contracted party.	\$60.00
System Board	\$150.00
Lost/Stolen/or Entire Device is Damaged Beyond Repair	\$450.00 Chromebook \$350.00 iPad

#### **USE OF PERSONAL COMPUTING DEVICES**

Madison Consolidated Schools (MCS) currently only permits high school students to bring personal laptops or other computing devices to school for academic purposes. This policy may be reviewed and revoked at any time if personal devices are deemed as a threat to MCS's internal network security. Use of these devices is at the discretion of the teacher and administration. The purpose of these guidelines is to ensure that students and their parents/guardians understand the obligations and limitations

associated with the use of personal laptops or other devices. These guidelines are a supplement to the school's Network and Internet Access /Computer Use Policy, which applies to the use of any computing device in school, including personal laptops and other devices.

#### **Guidelines For Use**

- Use of a personal laptop or other computing device is at the discretion of the administration and teacher. Students must obtain permission before using such a device in class.
- Use of a personal laptop or other device must support instructional activities.
- Students must agree to disable audio/video functions and to put away a personal laptop or other device, if asked.
- Personal laptops and other computing devices are subject to search by a teacher or administrator at any time.
- Students may only use personal laptops or other devices in accordance with Madison Consolidated Schools' Network and Internet Access /Computer Use Policy.
- A violation of any of these guidelines may result in the revocation of privileges regarding the use of a personal laptop or computing device and appropriate disciplinary and/or legal action.

#### **Restrictions and Disclaimers**

- MCS accepts no responsibility or financial liability for personal laptops or other computing devices that are brought to school by students.
- Laptops or other devices that are lost, stolen, or damaged are the responsibility of the student and his/her parents/guardians, regardless of how the loss, theft, or damage occurs.
- Students are advised to take steps to guard against damage, loss, or theft.
- MCS' technology department will not provide technical support or repairs for any personal laptop or other computing device

#### **Technical Requirements for Access**

Personal laptops or other computing devices must conform with MCS' technical requirements, which are accessible through MCS' website and which may be amended from time to time.