



**Madison Consolidated**

**Elementary Schools**

**Student (Parent) Handbook**

Welcome to the Madison Consolidated Elementary Schools. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of School Trustees publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year. Students will be expected to digitally sign receipt of the handbook during the registration process.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact:

Madison Consolidated Administration Building, 2421 Wilson Ave., Madison, IN 47250,  
Dr. Teresa Brown, Superintendent, 812-274-8001

Assistant to the Superintendent & Special Programs, 2421 Wilson Ave., Madison, IN 47250  
Tara McKay, 812-274-8501

Director of Curriculum, Instruction, and Assessment, 2421 Wilson Ave., Madison, IN 47250,  
Janet McCreary, 812-274-8228

Transportation Department, 2421 Wilson Avenue, Madison, IN 47250  
Jill Deputy, Transportation Coordinator, 812-274-8111

Deputy Elementary, 14350 West Mulberry St., P.O. Box 108, Deputy, IN 47230  
Kathy Stoner, Principal, 812-274-8007

Lydia Middleton Elementary, 714 West Main St., Madison, IN 47250  
Trent Whaley, Principal, 812-274-8005

Anderson Elementary, 2325 Cherry St., Madison, IN 47250  
Kirstyn Hardwick, Principal, 812-273-8190

Rykers' Ridge Elementary, 2485 North Rykers' Ridge Rd., Madison, IN 47250  
Jill Mires, Principal, 812-274-8006

Adopted by the Board of School Trustees Revised December 14, 2022  
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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was adopted in June 2022. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: <a href="http://madison.k12.in.us">madison.k12.in.us</a> by clicking on the "Board Policy" tab found under the "Board" Tab and finding the specific policy in the Table of Contents for that section.
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This Student Handbook was developed to answer many of the commonly asked questions that families may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the principal, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2022. If any of the policies referenced herein are revised after June 2022, the language in the most current policy prevails. Board policies can be found at [MCS Homepage](#)

### **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.

### **MISSION OF THE SCHOOL (Policy 2105)**

Valuing diversity and excellence, the Madison Consolidated School Corporation's mission is to educate and inspire each student to succeed and responsibly build the future.

### **EQUAL EDUCATION OPPORTUNITY (Policy 2260)**

It is the policy of this Corporation to provide an equal education opportunity for all students.

Any person who believes that the Corporation, a school, 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 School Corporation's Compliance Officer listed below:

Shelli Reetz

Director of Student Services

812-274-8228

The complaint form can be located on the school website, [www.madison.k12.in.us](http://www.madison.k12.in.us) under "Parent Complaint Form" found on the MCS Homepage.

The complaint will be investigated and a response, in writing, will be given to the concerned person. The Compliance Officer may provide additional information concerning access to equal education opportunity. Under no circumstances will the Corporation threaten or retaliate against anyone who raises or files a complaint.

**SCHOOL DAY**

Deputy	Breakfast 7:00	School day 7:25-2:45
Lydia Middleton	Breakfast 7:10	School day 7:35-2:45
Anderson	Breakfast 7:10	School day 7:35-2:45
Rykers' Ridge	Breakfast 7:05	School Day 7:35-2:45

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **SECTION I - GENERAL INFORMATION**

### **REGISTRATION INFORMATION FOR RETURNING STUDENTS**

Returning students are registered on-line. Registration is typically open in July. Go to the Madison Consolidated Website and Click on "Family Access". Once you have logged into Skyward using your username and password, click on the Online Registration tab to the left hand side of the screen. Note to the right, the steps that are involved in order to complete the registration for your student. Use the buttons provided to complete a step, or complete a step and move to the next step. You will also notice the capability to "Close and Finish Later." Make sure to complete these steps for each child. See Skyward Access for additional guidance.

### **ENROLLING IN THE SCHOOL** (Policy 5111, Policy 5111.01, Policy 5111.02, Policy 5112, and Policy 5120)

Students are expected to enroll in the attendance corporation in which they have legal settlement.

Students that are new to the school are required to enroll with their parents or legal guardian.

When enrolling, the parents will need to bring:

Birth certificate or similar document,

1. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
2. Proof of immunizations.

In some cases, a temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

If transferring from an accredited school, the receiving school will request the information from the former school.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of Shelli Reetz, Director of Student Services, Corporation Liaison for Homeless Children with regard to enrollment procedures. (sreetz@[madison.k12.in.us](http://www.madison.k12.in.us); 812-274-8228)

Non-resident students should refer to the Board Policy 5111 for eligibility requirements to enroll.

### **TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (Policy 5111)**

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation will be enrolled in compliance with I.C. 20-26-11-32 and pursuant to Board Policy 5111 Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation.

### **SCHEDULING AND ASSIGNMENT (Policy 5120)**

The Principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the Principal.

### **EARLY DISMISSAL (EARLY PICK-UP) (Policy 5230)**

No student may leave school prior to dismissal time without either a.) a written request signed by the parent or b.) the parent coming to the school office to personally request the release. No student will be released to a person other than a custodial parent(s) or guardian(s) without a permission note signed by the custodial parent(s) or other legal authorization.

### **TRANSFER OUT OF THE CORPORATION (Policy 5131)**

If a student plans to transfer from a Madison Consolidated School the parent must notify the principal. School records shall be transferred to the new school after a records request is made by the new school.

### **ATTENDANCE POLICIES AND PROCEDURES (Policy 5200)**

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 schools informed of the reasons for absences. A full-day absence is defined as the accumulation of two (2) total missed periods, consecutive or nonconsecutive.

#### **1. Parent Excused Policy**

- a. Parents may excuse a student from school up to 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. 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, or principal
- iii. Probation Department contacted

### c. 15 Unexcused Full-Day Absences

- i. Letter mailed home
- ii. Probation Department contacted

## **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 the principal or counselor 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 the office 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 the office at least two (2) days before the absence.
4. The most frequent reasons for pre-arranged absences are for 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 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 medical emergencies, and funerals.
- Students who leave school due to illness are not to attend extra-curricular or athletic events. 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.

### **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.

## **STUDENT HEALTH**

### **Student Accidents (Policy 5340)**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and 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 office. The office 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.

### **IMMUNIZATIONS (Policy 5320)**

Students must provide documentation that complies with the rules set forth by the Indiana State Board of Health that all immunizations required by law are current, including but not limited to pertussis (whooping cough), poliomyelitis, measles, diphtheria, rubella (German measles), tetanus, mumps, hepatitis A, hepatitis B, and varicella (chicken pox), or have an authorized exemption from State immunization requirements (I.C. 20-8.1-7-9.5). Every student who enters kindergarten or grade 1 shall be immunized against hepatitis A, hepatitis B, diphtheria, tetanus, pertussis, polio, measles, mumps, rubella and chickenpox. From time-to-time other communicable diseases may be designated by the Indiana State Board of Health as diseases that require immunizations. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of an outbreak of a vaccine preventable disease, the Superintendent may temporarily deny admission to a student otherwise exempted from the immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children.

### **USE OF MEDICATIONS (Policy 5330, 5341)**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours
2. The Medication Request and Authorization must be filed with the respective building principal before the student will be allowed to begin taking any medication during School hours.
3. All medications must be registered with the school nurse and will be properly secured.
4. Medication must be in the original container with dispensing directions.
5. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
6. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
7. Students who may require administration of an emergency medication may have such medication stored in the nurse's office. However, if authorization for

self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications.

8. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
9. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
10. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **SELF-ADMINISTERED MEDICATION (Policy 5330.01, 5330.02, 5335)**

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the nurse. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization.

The physician's statement must include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

A diabetes, seizure, severe allergies or asthma management and treatment plan shall be prepared and implemented for a student with any of these conditions for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's treatment and the student's parent/legal guardian. 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.

### **NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS**

No staff member will be permitted to provide non-prescribed, over-the-counter (OTC) medication to any student without parental consent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office, or by filling out the Medical/Health History form on Skyward. A physician does not have to authorize such medication but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8450)**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8453)**

The corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION (Policy 2260.01)**

### **PERSON WITH A DISABILITY**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

The law defines person with a disability as anyone who:

- Has a mental or physical impairment that substantially limits one or more major life activities.
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

The corporation has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

### **FREE AND APPROPRIATE PUBLIC EDUCATION**

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal of the school or the Office of Special Services.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school, should contact the principal of the school or the Office of Special Education and Student Service. .

### **SERVICE ANIMAL (Policy 8390)**

A service animal that meets the definition set forth in Policy 8390 shall be permitted to accompany the student anywhere on the school campus where students are permitted to be; however, the service animal must be at all times under the control of the student or the service animal handler. The principal will review and determine whether the documentation required by Board policy has been provided for the student's service animal.

### **HOMELESS STUDENTS (Policy 5111.01)**

Homeless students will be provided with access to educational opportunities in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the Director of Special Services, McKinney Vento Homeless Liaison, at (812) 274-8228.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy 8330)**

The Corporation maintains many student records including both directory information and confidential information.

Directory information includes:

1. Attendance records
2. The student's latest ILEARN test results
3. Immunization information from the student's immunization record
4. Custodial arrangements

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions

on how to prohibit its release you may consult the board's annual Family Educational Rights and Privacy Act (FERPA) notice or review Policy 8330 - Student Records.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, social security numbers, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

The administration may disclose personally identifiable information from education records without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by board policy and federal law.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the corporation's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations or beliefs of the student or the student's parents;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or his/her parents; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The principal will provide the parent access to the survey/evaluation within a reasonable period of time after the request is made.

The parent may access the following:

1. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
2. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue,  
SW, Washington, D.C. 20202-4605 [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

### **MEAL SERVICE (Policy 8500, 8531)**

The School participates in the National School Lunch Program and makes breakfast and lunch available to students for a fee.

To view menus and meal prices go to

<http://district.schoolnutritionandfitness.com/madisonschools>

Applications for the school's free and reduced-priced meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the principal.

### **ONLINE PAYMENTS FOR LUNCH ACCOUNTS**

Click on "Online Payments" found under the About Tab after clicking on Food Services and Pre-Payment Options on the MCS website. Create an account. You will be directed to e-Funds for School. This is a 3rd party application that is secured and integrated with our Family Access program. School personnel do not have access to your personal banking information. Payments made online could take up to 24 hours to be reflected in Family Access, but you will receive immediate notification of all pending payments from eFunds:

<https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55549>

You may still send money to school for lunch account deposits and fee payments, but this optional feature has been requested by many parents and we hope you find it helpful.

### **Unpaid Meal Charges**

- The meal charge policy must be communicated in writing to all households at the start of each school year and to households transferring to the school during the school year.
- The following methods are appropriate ways to communicate the procedure:
  - Online registration - if every household has to go through the online registration and that specific portal or webpage has a written charging procedure that can be seen by all households. Make sure the household has the ability to print off the charging procedure, as well. The written procedure must be made available to households by mail or another communication method if they cannot or do not register online.
  - Email - if the SFA has an email for every household. If some households do not have an email account, the written procedure should be provided by mail or another communication method.

### **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.
- 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 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 make 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 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.

## **SAFETY AND SECURITY (Policy 8400)**

The safety of the students is paramount. For this reason, the outside doors are locked during the school day. Portions of the building that will not be needed after the regular school days are closed off. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All corporation employees are to wear identification badges while in corporation schools and offices or on corporation property.

The corporation may utilize video surveillance and electronic monitoring in order to protect corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. (Policy 7440.01)

### **VISITORS (Policy 9150)**

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the school to scan in and obtain a visitor's badge. Each visitor will be asked to provide their government issued ID to be scanned through our Raptor security system. The Raptor system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Any visitor found in the building without scanning in shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without first obtaining written permission from the principal.

### **STUDENT FUNDRAISING (Policy 5830)**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. No house-to-house canvassing is allowed by any student for any fundraising activity. Students may not sell any item or service in school without the prior approval of the principal. Violation of this policy may lead to disciplinary action.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **LOST AND FOUND**

Parents are encouraged to label belongings for easy identification and return. A lost and found is located in each elementary. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **FIRE, TORNADO, AND SAFETY DRILLS (Policy 8420)**

Student safety is the responsibility of the students and the staff. All staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills, such as a lock-down or lockout. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

The school complies with all fire safety laws and will conduct monthly fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted twice per semester using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a building specific signal.

Safety drills (lockdown and lockout) will be conducted once per semester. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSINGS AND DELAYS**

The decision to close school or alter the school day is done with much deliberation and input from law enforcement agencies, the weather bureau, the highway department and various key individuals located throughout our school district. Please understand that often the main roads and city roads have been cleared, but many county roads are not passable.

When possible, decisions about school delays due to inclement weather will be made no later than 6:00 a.m. It is possible that a school cancellation may follow a two-hour delay. If there is a two-hour delay, we will try to make the decision to cancel school by 8:00 a.m. You will be notified about decisions to alter the school day or cancel school through our alert calling system.

Please make sure our schools have an accurate telephone number so that you may receive these alert messages. The information will also be posted on our website at

[www.madison.k12.in.us](http://www.madison.k12.in.us) and announced through the following media outlets:

Fox 41	WLKY 32	WORX/WXGO	WKKG
WHAS 11	WMPI	WIKI	WKID-Vevay

Wave 3

The following options will be considered during weather emergencies:

Option 1: All Madison Consolidated Schools will be closed for the day.

Option 2: The start of the school day for our district will be delayed for two (2) hours.

Option 3: Schools will dismiss early.

Option 4: Schools will operate using Snow Emergency Routes.

Option 5: Inclement Weather eLearning days

Due to the varying terrain in our school corporation, this year our schools may operate snow emergency routes when inclement weather prohibits bus transportation to some pick-up sites. We hope the snow emergency routes will allow us to open schools when only small portions of our corporation roadways are in poor condition and a majority of students may be safely transported. The following snow emergency routes will provide alternative pick-up sites for some potentially and historically treacherous areas of our school corporation:

Deputy Route

Pick up at 6:40 a.m. and drop off at 3:50 p.m. **Blocher Cell Tower**

Drop off at 3:40 p.m. at **Kent Methodist Church** for junior high and high school students

Deputy Route

Pick up at 6:45 a.m. and drop off at 4:00 p.m. at **Lakeside Campground** on Blake Road

Deputy

Pick up at 7:05 a.m. at **Deputy Elementary School**

Pick up 7:25 a.m. at **Kent Methodist Church** junior high and high school students

Drop off at 3:50 p.m. at **Deputy Elementary School**  
Deputy  
Pick up at 6:45 a.m. and drop off at 2:50 p.m. at **Pisgah Church**  
Rykers' Ridge Area  
Pick up at 6:45 a.m. and drop off at 3:45 p.m. at **Old Manville Store**  
Rykers' Ridge Area  
Pick up at 6:50 a.m. and drop off at 3:40 p.m. **China Catholic Church**  
Rykers' Ridge Area  
Pick up at 6:45 a.m. and drop off at 3:55 p.m. **Brooksburg Baptist Church**  
Rykers' Ridge Area  
Pick up at 7:15 a.m. at **Rykers' Ridge Elementary** junior high and high school students  
Rykers' Ridge Area  
Drop off at 4:00 p.m. at **Rykers' Ridge Elementary** junior high and high school students  
Canaan Area  
Pick up at 6:40 a.m. and drop off at 4:10 p.m. at **Camp Meeting Church Camp**  
Canaan Area  
Pick up at 6:45 a.m. and drop off at 4:10 p.m. at **Canaan Firehouse**  
Canaan Area  
Pick up at 6:45 a.m. at drop off 4:10 p.m. at **Canaan Firehouse**  
Dupont Area  
Pick up at 6:55 a.m. at **Dupont Elementary**  
Pick up at 7:05 a.m. at **Lancaster Baptist Church**  
Dupont Area  
Drop off at 4:00 p.m. at **Dupont Elementary** junior high and high school students  
Dupont Area  
Drop off at 3:45 p.m. at **Lancaster Baptist Church**

If you have any questions about the snow emergency routes, please contact your child's bus driver or our MCS Transportation Department at 812-274-8110. All snow emergency day pickup and drop off sites are listed in bold above. During inclement weather, if parents believe it is in the best interest of their children to remain home, please inform the school of this decision. Your child will be counted as absent, but the absence will be excused. Parents and students are responsible for knowing about emergency closings and delays.

## **SECTION II - ACADEMICS**

### **SKYWARD ACCESS (Policy 5420)**

Family Access is a feature of the student information system being used by Madison Consolidated Schools. Parents can use Family Access to see various types of information about their students including grades, attendance, and schedules. This tutorial is designed to provide a quick overview of Family Access for parents of what is included and how to maneuver within the system.

Family Access is a web-based product that is accessible to you from any computer connected to the Internet. It is a secure system. In order to use Family Access, you will need a login id and password. If you don't know your login id and password, please call 812-274-8121.

To enter your account, go to <http://www.madison.k12.in.us> and click on the Skyward Family Access button.

You will be taken to Login Screen.. Enter your login id, password, and click Sign In.



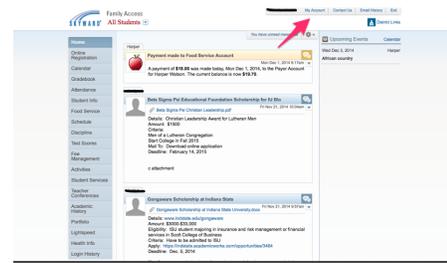
The first time you login, it will prompt you to change your password. Please enter the new password in both the New Password and Confirm New Password boxes.

The minimum password length is 8.



## Account Info

In the upper right hand corner of the screen is the Account Info button. This button can be used to change your login password or add/edit your email address. Please review and make sure all information is correct. We highly recommend that an email address is listed for all parents/guardians.



Home
Online Registration
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Discipline
Test Scores
Fee Management
Activities
Student Services
Teacher Conferences
Academic History
Portfolio
Lightspeed
Health Info
Login History

**On the left hand side you will find the following information:**

**Calendar**

The calendar shows the term days of school as well as assignments for your child. Moving your mouse over any assignment will tell you the name of the assignment, the class, and a grade on the assignment if it has been graded. It will also tell you if it is a missing assignment. Clicking on any assignment will open more information about the assignment.

**Gradebook**

This page shows the student’s schedule, the teacher, and the current grades in each class. You can click on the teacher name to send an email to the teacher. You can also click on the underlined grade to view the assignments that make up that grade.

Near the top of the screen, you will see a tab called Missing Assignments. Selecting this button will show you any missing assignments that your child has in any class. Please note that a “missing assignment” shows if the due date of the assignment has passed and the teacher has not yet input a grade. Therefore, an assignment may or may not actually be missing. Next to the Missing Assignments button is a Comments button that will show any comments a teacher may have entered related to any assignment.

**Attendance**

The attendance page will allow you to view attendance by calendar, day, or term totals.

**Student Information**

This screen will show you basic demographic information about your student. If any information is incorrect or missing, please contact the office of the school that your child attends.

**Message Center**

This area will show any messages that a Teacher or Administrator has sent via the message center. If you have an email address on record, you will be emailed the message.

**Schedule**

Clicking on the schedule link will show your child’s current schedule.

**Report Cards**

The Report Cards button link will have the student’s report card attached at the end of each term.

**Academic History**

The Academic History link gives the parent all past grades for their child. Since we have just switched to Skyward, there is currently no data in this section.

**Please make sure your child’s Skyward Emergency contact information remains up to date at all times. Notify the school immediately, in writing, if there are any changes such as telephone numbers, addresses, or contact person. It is important that we have more than one contact person for your child.**

## **GRADES (Policy 5421)**

Madison Consolidated Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

90 to 100 =	A =	Excellent achievement
80 to 89 =	B =	Good achievement
70 to 79 =	C =	Satisfactory achievement
60 to 69 =	D =	Minimum-Acceptable achievement
0 to 59 =	F =	Failure

When a student appears to be at risk of failure, notification will be provided to the parents so they can conference with the teacher about what actions can be taken to improve poor grades.

## **GRADING PERIODS/REPORT CARDS (Policy 5420)**

Report cards will be printed at the end of each semester. The semester 1 report card will be sent home with the child. The end of the year report card may be mailed to the child's home. To view the report cards at the end of term 1 and 3, please access your student's Skyward information, **as these report cards will only be printed upon written request. The printed report card must be picked up at the office by the parent or guardian.**

## **PROMOTION, PLACEMENT, AND RETENTION (Policy 5410)**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

## **RECOGNITION OF STUDENT ACHIEVEMENT (Policy 5451)**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

Recognition for such activities is initiated by the staff and coordinated by the individual schools.

## **HOMEWORK (Policy 2330)**

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

## **STUDENT ASSESSMENT (Policy 2623)**

To measure student progress, students will be tested in accordance with state standards and the corporation policy.

Unless exempted, each student will be expected to pass the state-mandated ILEARN Test and IREAD-3 which are required by the Indiana State Board of Education.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

ILEARN and IREAD testing windows will be available on the Indiana Department of Education website at <http://www.doe.in.gov/assessment> during the summer.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. MCS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **TITLE I**

### **COMPACT FOR LEARNING**

Madison Consolidated Schools established this Compact for Learning to foster the improvement of learning and support the academic success of our students. We believe this effort requires a partnership of parents/guardians, students, teachers, the principal, and the community.

#### **Parent/Guardian Responsibilities:**

- Make sure that my child attends school regularly, is on time, is well rested, and is prepared to learn.
- Supervise and help with any assigned homework.
- Reading with or to my child every day for at least 20 minutes.
- Monitor my child's screen time.
- Attend parent-teacher conferences and communicate frequently with my child's teacher.
- If possible, volunteer in my child's school.

#### **Student Responsibilities:**

- Communicate regularly with my teacher.
- Come to school on time and be ready to learn.
- Pay attention to my teachers and ask questions when I need help.
- Complete any assigned homework.
- Carry important messages from school to home and from home to school.
- Respect the school, classmates, staff, and families.

#### **Teacher Responsibilities:**

- Provide high quality instruction for my students in a supportive and effective learning environment.
- Provide a rigorous curriculum by giving appropriate differentiation for all students when needed.
- Provide meaningful homework that extends classroom learning when needed.

- Communicate frequently with parents/guardians about their child's progress.
  - Hold at least one annual parent/teacher conference during which this compact is discussed as it relates to student achievement.
  - Participate in professional development that improves my teaching.
  - Offer opportunities for families and parents/guardians to volunteer in the school.
- Principal Responsibilities:
- See that Indiana Academic Standards are taught in every classroom using best practices.
  - Allocate resources to promote classroom teaching that supports the academic achievement of our students.
  - Communicate with parents/guardians about school-wide and individual test scores.
  - Welcome parents/guardians into our school for observing, volunteering, conferencing or visiting their child's classroom.

## **Madison Consolidated Schools**

### **Title I Parent and Family Engagement Policy**

(Board Policy 2261.01 - Parent Participation in Title I Programs)

Madison Consolidated Schools agree to implement the parent and family engagement guidelines in accordance with Parent and Family Engagement, ESSA, Public Law 114-95 Section 1116 and Neola Parent Participation in Title I Program Policy, as listed below. Madison Consolidated Schools will distribute this policy to parents of all students in the Schoolwide Title I program as well as posting it on the Madison Consolidated district website.

#### **Policy Guidelines**

- Parents/guardians and staff members will jointly develop our district's local plan under section 1112 and in the process of school review and improvement under section 1116 and 1111(d). During the spring semester, parents/guardians, Title I staff, and administrators from Title I schools will be invited to review current Title I programming and develop a plan for the upcoming new school year. The meeting will focus on Title I supports, parent and family engagement opportunities within each school, district curriculum, and Title I survey results. Participants will also have the opportunity to review programming, suggest changes, and edit current plans with Title I staff.
- Madison Consolidated Schools will support and assist the work of Title I schools by providing and maintaining a notification system for parent/guardian communication. In addition they will incorporate district-wide parent-teacher conference nights and include them on the yearly school calendar, coordinate Title I services with current programming in the process of applying for the Title I grant, and meet with Title I schools to review Title I services and their effectiveness prior to the next grant cycle.
- Madison Consolidated Schools help build the schools' parents'/guardians' capacity for strong collaborative involvement by providing:
  - Information about Indiana College and Career Readiness Standards from the IDOE website and publications to parents/guardians.
  - Quarterly reports for all academic areas, as well as formative assessment reports (e.g., NWEA) that illustrate academic growth and mastery of grade level standards.
  - Opportunities to take part in committees that provide feedback to the school about programs and services such as parent-teacher organizations, volunteer opportunities, school improvement teams, Title I, summer learning, and high ability committees.
  - Newsletters, teacher email and contact information, family access to Skyward, and invitations for formal and informal conferences with teachers.
  - Materials and support to increase student achievement through a partnership of home and school. Parents/Guardians and teachers sign Compact for Learning agreements annually. Additionally, parents and families can attend various workshops, such as technology tips, "make-it take-it nights", and-training on school programming.

- School staff committed to parent communication. Teachers provide newsletters, phone calls home, progress reports and assessment reports to update parents/guardians on student performance, emails, and timely responses to concerns or questions.
- Information presented in a language and form that parents/guardians can easily understand when possible. Materials will be translated as necessary, and a translator will be provided at school meetings when possible.
- An understanding that school and parents/guardians can request support in academic, emotional, and social areas to assist in the improvement of student achievement.
- Madison Consolidated Schools will coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies under Head Start, Elementary Reading Plan, and Title III language supports. Staff plan jointly with Head Start to sponsor kindergarten visits by Head Start children and parents/guardians. The Elementary Reading Plan (annual submission to IDOE Online) may also be a part of the parent/guardian nights in each school; this information may be shared in the form of details about Tier 1 Core Instruction, as well as Tier 2 and 3 remediation opportunities. Title III in conjunction with Title I reading nights invites parents/guardians and students to read in their native language(s). Teachers along with Title I and Title III personnel work collaboratively with each other and parents to ensure an understanding of student needs in academic areas that involve reading and vocabulary. This collaboration helps create a continuum of services for students across both programs.
- Madison Consolidated Schools will conduct, as part of their Title I meeting during the spring semester, an annual evaluation of the content and effectiveness of the Parent and Family Engagement policy in improving the academic quality of the schools served with Title I, Part A funds. Parents/Guardians will have the opportunity to identify during the meeting and on the Title I surveys any barriers to greater participation by parents in parent and family engagement activities, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings from the meeting and surveys will be used to help design strategies for more effective parent and family engagement.

### **Expectations for Parent and Family Engagement**

The Madison Consolidated School System intends that parents/guardians of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents'/guardians' dissatisfaction with the district Title I program must be collected and submitted, along with the Title I Application, to the Indiana Division of Compensatory Education.

The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Madison Consolidated School Board. These goals and standards must be shared with parents/guardians in a manner that will enable them to (1) participate in decisions concerning their child's education and (2) monitor and improve the educational achievement of their child.

### **School Policy**

Each Title I school must submit its Title I Parent and Family Engagement Policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by each school to parents/guardians of all students. The policy must be updated annually. A copy of each school's Parent and Family Engagement Policy shall be kept on file with the school's Title I program plan.

### **References**

Section 1116 of Every Student Succeeds Act (ESSA) of 2015  
Indiana Department of Education: <http://www.doe.in.gov/title1>  
<https://www.esc16.net/upload/page/0367/PublicLaw%20.pdf>  
[www2.ed.gov > documents > essa-act-of-1965](http://www2.ed.gov/documents/essa-act-of-1965)

### **TITLE 1 PARENT RIGHT-TO-KNOW LETTER, 2022-2023**

Dear Parent and/or Guardian:

The Elementary School teachers and principals appreciate the opportunity to teach your child every day. We want to be your partners in helping your child be successful both academically and socially. We ask that you send your child to school rested and ready to learn every day. In return, we will provide the best instruction possible. We will meet state teacher qualification and licensing criteria. We will participate in professional development that improves our understanding and practice of excellent instruction. We ask that you communicate with us about your child. In return, we will provide the following information upon your request: If your child's teacher has met state qualification and licensing criteria for the grade level and subject areas taught; If your child's teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived; The teacher's baccalaureate degree major, graduate certification, and field of discipline and whether your child is provided services by

paraprofessionals, and if so, their qualifications. We ask that you supervise and help with the completion of your child's daily homework. In return, we provide quarterly report cards showing your child's progress toward state academic standards. Also, we will provide an annual report on your child's performance on the Indiana Statewide Testing of Educational Progress. Thank you for being our partner in the education of your child.

### **FIELD TRIPS (See Policy 2340)**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. While the corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips.

### **PARENT VOLUNTEERS/CHAPERONES**

We welcome parents to volunteer at school for various activities. Please contact your school to find out the procedure for assisting your child in his or her education. We provide opportunities for you to use your skills to help make our schools more effective. We have opportunities for parents to prepare activities, chaperone on field trips and assist in reading to our students. All parent volunteers are required to complete an MCS approved background check. Forms are available online on the Background link at the bottom of the homepage on the MCS website.

### **BACKGROUND CHECKS FOR VOLUNTEERS/CHAPERONES**

Volunteer background checks are free and valid for 5 years. Form must be filled out and submitted to MCS administration office at least 2 weeks prior to trip. Forms are available online on the Background link at the bottom of the homepage on the MCS website.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)**

MCS provides students the opportunity to broaden their learning through curricular-related activities. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. A curricular-related activity may include: Primary Spell Bowl, Intermediate Spell Bowl, Math Bowl, Science Bowl, etc.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Extra-curricular activities may include: Archery, running clubs, musical performances, etc.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 5730)**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the school or school mascot.

## **STUDENT BEHAVIOR STANDARDS (Policy 5500)**

A major component of the educational program at Madison Consolidated Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Students are expected to:

1. Act courteously to adults and fellow students;
2. Be prompt to school and attentive in class;
3. Work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
4. Complete assigned tasks on time and as directed;
5. Help maintain a school environment that is safe, friendly, and productive.

### **CLASSROOM ENVIRONMENT**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

1. A teacher to communicate effectively with all students in the class; and
2. All students in the class have the opportunity to learn.

### **CELEBRATIONS/BIRTHDAYS-INVITATIONS-GIFTS**

Personal party invitations will not be allowed to be passed out in school or before or after school. Please arrange special refreshments for your child with his/her teacher in advance. Gifts, such as balloons, flowers, etc. should be delivered to the child at home and not at school.

Students may provide a birthday snack for all students to share during lunch. **For the safety of students with food allergies, all food brought into the school for consumption should be nut-free. All food brought in for celebrations must be store prepared.**

- I. Food items supplies for the classroom celebrations must follow Indiana Retail Establishment Sanitation Requirements. Title 410 IAC 7-24-142 Food Sources. Sections 142(b). "Food prepared in a private home may not be used or offered for human consumption in a retail food establishment."

## **SECTION V - Transportation (Policy 8600)**

### **BUS TRANSPORTATION TO A SCHOOL**

The School provides bus transportation on designated routes. Homeless students are eligible to receive transportation services. The bus schedule and route is available by contacting Transportation Coordinator at 812-274-8110.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the Principal stating the reason for the request and the duration of the change and the Principal approves.

### **TO REQUEST A CHANGE IN THE NORMAL DISMISSAL LOCATION**

If your child will be changing their regular after school routine, please send a signed note with the following information, so that our office has written documentation of the change.

- Your child's name
- The address to which the child will be transported to
- The name of your child's teacher
- The date of this occurrence
- Your name
- Phone number where you can be reached

Only those listed on the Skyward emergency contact information will be allowed to pick up a child. You may be asked to show a picture ID. This procedure is for the safety of your child. Please make sure your child's Skyward Emergency contact information remains up to date at all times.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

## **PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)**

Each student shall:

1. Be on time at the designated loading zone (5-10 minutes prior to scheduled stop);
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

## **DURING THE TRIP**

Each student shall:

1. Follow the directions of the driver.
2. Remain seated while the bus is in motion
3. Keep head, hands, arms, and legs inside the bus at all times;
4. Not litter in the bus or throw anything from the bus;
5. Keep books, packages, coats, and all other objects out of the aisle;
6. Be courteous to the driver and to other bus riders;
7. Not eat (including candy and gum), play games, or play cards;
8. Not tamper with the bus or any of its equipment.

## **LEAVING THE BUS**

Each student shall:

1. Remain seated until the bus has stopped;
2. Take turns and leave in an orderly manner.
3. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
4. Be alert to a possible danger signal from the driver.
5. Walk immediately to your home from the bus stop. Do not go to your mailbox, loiter at the bus stop or visit with friends and neighbors.

The driver will not drop off students at places other than their regular stop at home or at school unless she/he has proper authorization from school officials.

## **EMERGENCY SITUATIONS**

In case of emergency or if the driver has to leave the bus, the students will

1. Stay seated and remain quiet.
2. Avoid touching emergency equipment.
3. Depend on the driver's training to take care of the students.
4. Follow the driver's or the adult authority's instructions.

In the event of an accident involving student(s), Madison Consolidated Schools follows these procedures:

1. Parents of injured students are contacted by the principal or designee.

2. The radio station is not contacted in order to keep the situation manageable, unless it is determined that it is in the student's best interest to contact the media.
3. Medical personnel always check each student at the scene when applicable.
4. All decisions are made in the interest of student safety and well-being. Please remember that many of our buses transport over sixty students at one time. The medical evaluation, parent contact, and transportation of injured students do take time to complete. Please be assured that our school personnel understand the feelings that the news of a bus accident generates. We strive to treat all children like we would want our children treated in an emergency situation.

## **BUS SEATING**

Every driver has the authority to assign seats to any or all students.

## **VIDEOTAPES ON SCHOOL BUSES (Policy 7440.01)**

The School Board has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on video tape, the tape may be viewed by the transportation department, principal, other school personnel, and/or the school resource officer and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **PENALTIES FOR INFRACTIONS**

Every driver, at the beginning of each school year, will acquaint students with the type of conduct desired by advising them of the rules for conduct on the bus. In spite of all efforts to avoid them, behavior problems may develop. A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

The driver has the authority to deny a pupil bus privileges. If the misbehavior occurs on the morning route, the pupil will be permitted to ride home. The parent must be notified in person or by phone before a student may be suspended from the bus. The principal may remove the student for longer periods. Final decisions in discipline matters are the responsibility of the school principal. A conference with the parents, pupil, driver and the principal present will resolve most problems.