

Madison Consolidated Junior High School

701 Eighth Street

Madison, IN 47250

Telephone: (812) 274-8003

FAX: (812) 274-8013

OFFICE HOURS: 7:30 a.m. to 4:00 p.m.

Mascot: BEARS

Colors: Red, White, and Black

TABLE OF CONTENTS

Welcome	3
Vision Statement	3
Mission Statement	3
Shared Beliefs	3
School - Wide Goals	4
Equal Education Opportunity/Non-Discrimination	4
Student Directory Information	4

Section 1 – General Information/Procedures

Arrival at School	5
Book Rental/Technology Device Fees	5
Bus Transportation	5
Other Transportation	5
Emergency Drills	5
Gift/Flower Delivery	5
Leaving School During School Hours	5
Insurance	5
Food	5
Cell Phones	5
Student Lockers	5
Locker Rules	6
Medication	6
Outside Interference with Daily Operation	6
Pesticide Notification	6
Visitors	6
Special Permission Trips	7
Lost and Found	7
Soliciting	7
Bicycles/Skateboards	7

Section 2 – Student Services And Academic Information

Grade Report to Parents	8
Grading Scale	8
Grade Point Average	8
High School Credit Courses	8
Withdrawing from School	8
Student Transfers	8
Excuses from Class	8
Guidance and Counseling Program	8
Learning Commons	8
Study Tables	8
Make-Up Work	8

Section 3 – Student Conduct/Discipline

Basic Expectations and Code of Conduct	9
Dress Code	9
Search and Seizure	9
Attendance	10-11
Unofficial Written Material	11-12

Section 4 – Miscellaneous Information

Activities, Extracurricular, and Drug Testing	13-15
Network and Internet Access/Computer Use Agreement	16-19

Welcome

Faculty, staff, and administration welcome you to Madison Consolidated Junior High School (MJHS), home of the Bears! We work together each day to provide a safe learning environment where our students become well-rounded, successful, global learners. We instill in our students to treat people right, do the right thing, and respect the educational process. Student success requires the development of effective study habits, regular attendance, and self-discipline. Together, as a team, we can achieve great success in our students!

This handbook has been prepared to familiarize students with the policies and procedures of MJHS. This handbook may be downloaded and used as a reference when questions and/or clarifications arise. At MJHS we believe in putting our students in the best possible situation to experience success. We have put together three keys to success for students to follow during their time at MJHS.

1. Come to school with a positive attitude, open mind, and a willingness to learn.
2. Treat yourself, the building, and others with respect.
3. Work hard today, to make MJHS a better place tomorrow.

Mr. Warner

Principal MJHS

MJHS - LEADERSHIP TEAM

Jordan Warner - Principal
David Horvath - Assistant Principal
Jackie Thurston - Assistant Principal
Dosha Harrell - Student Services Team Leader
Tina Hamilton - Student Services Team Member
Kelly Massie - Student Services Team Member
Natasha Leahigh - Student Services Team Member
Patric Morrison - Athletic Director
Devon Brierly - Assistant Athletic Director
Jacob McVey - School Resource Officer
Travis Conover - School Resource Officer

District Vision:	Building the Future	School Vision:	Building the Future
District Mission:	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.	School Mission:	We will create an environment where our teachers will have the autonomy needed to teach within a rigorous academic setting where all stakeholders are held accountable.
Shared Beliefs:	A safe environment is essential. 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.		

School Wide Goals

Goal #1: Students will improve their reading comprehension skills across the curriculum.

Goal #2: Students will improve their expository writing skills across the curriculum with a focus on argumentative and informative writing.

Goal #3: Students will achieve grade level mastery in number sense, computation, and algebraic functions.

Goal #4: The school will improve the learning environment in the areas of student behavior and student apathy as well as school-wide logistics and efficiency.

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 MJHS 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.

Student Directory Information

Students and parents/guardians of students attending Madison Junior High School have the opportunity to decline from being involved in the following:

- School pictures
- Videotaping sessions with a class or project
- Practice videos
- Yearbook pictures
- Digital pictures for Powerpoint presentation
- Personal or group pictures for electronic bulletin board displays
- Sports pictures
- Sports rosters and cut lists
- Honor roll lists, attendance lists, etc.
- Classwork displays in the room and outside the room
- Photos and videos for electronic presentations attached to our school website
- Photographs and/or videos for news media

If a student at MJHS or a parent/guardian of a student at MJHS objects to any of the above, A LETTER STATING THE OBJECTIONS MUST BE DELIVERED TO THE PRINCIPAL'S OFFICE WITHIN THE FIRST TWO WEEKS OF ATTENDANCE AT MJHS. The letter must be dated and include the specific objections with the student's and parent's/guardian's signatures.

Section 1 – General Information/Procedures

Arrival at School

Once a student arrives at MJHS for the school day, the student remains on campus until the start of school. Leaving campus without permission will result in being truant. If a student arrives late to school, the student will be considered tardy. The exceptions to this “late to school” would be a medical appointment or family emergency.

Book Rental/Technology Fees

The textbooks/technology devices in the junior high are RENTED. The rental fee is based on the life expectancy of the book/technology device. Rental fees are due and payable in the office during registration or on the first full day. Students and/or parents/guardians are held accountable financially for any misuse or loss of rented books or materials. Parents may also sign an intent form to purchase his/her student Chromebook based on a purchasing agreement provided to students and their families. Students should place their name in each book in the indicated place. If a student withdraws during the year, a percentage of the rental fee will be refunded. A nominal fee will also be charged based on the student’s class schedule for consumable materials.

BUS TRANSPORTATION

Students riding school buses are subject to the school rules and regulations. These rules and regulations are in effect from the time that the student departs for school and returns home from school. Proper conduct is an important factor for the safety of all children riding buses. The school bus driver shall be responsible for discipline on the bus, just as the teacher in the classroom. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the school bus to any student who refuses to conduct themselves in an acceptable manner on the bus. Notification to parents in the form of a school bus discipline report should be followed for any misbehavior that distracts the driver. Driving a school bus is a serious profession, and we are concerned for the safety of everyone. Rules for conduct while riding the school bus are set by the State of Indiana and all students must comply or face suspension from riding. Students are assigned to ride a specific bus and unless a bus pass is issued should not ride any other bus. Buses may be equipped with cameras to monitor student behavior. **Junior high students may not walk to the high school to catch the bus, or get off the bus at the high school in the morning and walk to the junior high school.**

OTHER TRANSPORTATION

Junior high students riding with a high school sibling or parent/guardian will catch their ride outside the MJHS building, at door #1. Students who reach the age to legally drive are not permitted to drive to or from school. Additionally, students are not permitted to drive any motorized or electric vehicle to or from school.

EMERGENCY DRILLS

In the event of severe weather, fire, or other emergencies, Madison Consolidated Schools has developed a Comprehensive Emergency Preparedness and Crisis Intervention Plan that addresses many emergency situations that may occur during the school day or while our facilities are being used. At various times throughout the school year, practice drills will be conducted. Teachers will instruct students in regard to these drills. During these drills, students shall follow directions of administrators, teachers, and other school personnel.

GIFT/FLOWER DELIVERIES

Due to the size of MJHS, the delivery of flowers, balloons, gifts, etc. will not be allowed.

LEAVING SCHOOL DURING SCHOOL HOURS

Students are not to leave the campus without being signed out *in the Front Office*. Upon returning to school, the student must return to the *Front Office*. If a student chooses to leave without permission, they will be considered truant.

INSURANCE

A low-cost form of accident insurance is available at the beginning of the school year for those interested. Forms are available in the office. These forms are to be mailed directly to the insurance company by students or parents/ guardians; they are not to be brought back to school.

FOOD

Food and candy should only be eaten in the cafeteria and in no other part of the building with the exception of PBIS rewards, teacher rewards, or teacher or staff approval. Please do not keep food in your lockers with the exception of lunch. Chewing gum is not allowed at school. Water bottles with water may be carried by students during the school day. During breakfast and lunch students may consume other appropriate drinks. Selling of candy, gum, or any other item during the school day is prohibited. Dropping off outside purchased food is also prohibited (i.e. McDonald’s, etc.)

CELL PHONES

It is highly discouraged for a student to bring a cell phone or other electronic device to school. If a cell phone is brought to school, all cell phones must be placed in your locker at the start of the school day until the end of the school day. The school will not be responsible for lost or stolen cell phones or electronic devices. Phones may be confiscated and held in our office until a parent/guardian can come and pick up the phone/electronic device.

STUDENT LOCKERS

All lockers made available for student use on the premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and the art classrooms, are the property of the school corporation. These lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, interference with school purposes or educational functions, or which are forbidden by state law or school rules. A student is not to share his/her locker combination with other students.

The student’s use of the locker does not diminish the school ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, attempt to locate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol. Sharing of lockers is prohibited unless assigned otherwise by the teachers or administration.

LOCKER RULES

1. Use of Lockers

Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which are forbidden by state law or school rules, such as, but not limited to: electronic cigarettes, drugs, drug paraphernalia, beverages containing alcohol, weapons, any flammable substances, bombs, or explosive devices, any pungent acid or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, or any stolen items, obscene material or tobacco products. Students will be expected to keep their lockers in a clean and orderly manner.

2. Locks

The school will retain access to student lockers. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.

3. Authority to Inspect

The school retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 1. All inspections of student lockers shall be conducted by the Principal or a member of the staff that the Principal has designated.

4. Inspection of Individual Student's Locker

The inspection of a particular student's locker will not be conducted unless the Principal or his/her designee has a reasonable suspicion that the locker to be inspected contains items which are forbidden by law or school rules as stated in Rule No. 1.

Before a particular student's locker is inspected, the student or students, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises.

Whenever an individual student's locker has been inspected under this rule without the student's presence, the Principal or his/her designee shall notify the student of such inspection as soon as practicable thereafter.

5. Inspection of All Lockers

An inspection of all lockers in school, or all lockers in a particular area of the school, may be conducted if the Principal or their designee reasonably believes that such an inspection is necessary to prevent a violation of state law or school rules. Examples of the circumstances for such a search would be: a bomb threat, student drug or alcohol use creating the belief of an unusually high level of student use, end of grading periods to check for missing books and school equipment or threats of violence creating a belief that weapons are stored in the lockers.

6. Student Material

When conducting an inspection pursuant to these rules, the inspector shall take care to avoid unduly disrupting the contents of the locker or unnecessarily intruding into any student's written material located in the locker. The inspection will be kept to a level necessary to determine if it is being used to conceal any contraband.

7. Disposal of Confiscated Contraband

All contraband confiscated from lockers may be disposed of by the Principal or his/her designee as he/she deems appropriate. This may include the return to the owner, use as evidence in student discipline, delivery to law enforcement officers, or destruction.

8. Involvement of Law Enforcement Officials

If the Principal or their designee has a reasonable suspicion that the locker or lockers contain illegal drugs, drug paraphernalia, weapons, bombs, explosive chemicals, or stolen property, he/she may request assistance in making an inspection of a locker or lockers. The Principal may cause a locker inspection to be performed for school purposes if information given by law enforcement officials gives rise to a reasonable suspicion that the locker (or lockers) contains contraband.

9. No Rights to Abandoned Property

This applies to all property abandoned at school, in the hallway, classroom, gym, cafeteria, school bus, etc. To determine who owns the property the school may search through the material, cell phone, etc. Discipline may apply if material found violates school rules.

MEDICATION

1. All medication must be brought to Pupil Services and given to the school nurse. *Failure to do so may result in disciplinary actions.*

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 a parent/guardian 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.

OUTSIDE INTERFERENCE WITH DAILY OPERATION OF SCHOOL INCLUDING NOON-HOUR

1. All commercial vendors are excluded from the school property unless cleared by the Principal.

2. We discourage the celebration of birthdays etc. during school hours.

3. Parents should contact the Principal for approval of any unscheduled activity.

PARENT AND STAFF PESTICIDE NOTIFICATION STATEMENT – MADISON CONSOLIDATED SCHOOLS

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, advanced notification of pesticide application will be sent at least two (2) school days prior to the application.

VISITORS

Parents/guardians are given a cordial welcome to our school at all times. Upon arrival, parents/guardians shall sign in at the front office, present valid identification and process through the RAPTOR SYSTEM. Guests other than parents may visit after obtaining permission from the office. This must be done prior to the day of the visit. All visitors are required to wear a visitor/sub label while in the building and shall sign out when leaving.

SPECIAL PERMISSION TRIPS

School field trips are occasionally sponsored by school organizations and/or classes. Written consent must be given by the parent/guardian before a student participates in a field trip of any nature. The permission slip is given to the teacher in charge of the trip.

LOST AND FOUND

The lost and found area is located in the cafeteria. Student services also have a lost and found for small items. Students should also look in the classrooms, lockers, commons area, and gym for lost or misplaced items. The lost and found items will be donated to the “Bear Care” program at the end of each quarter.

SOLICITING

Selling any items (food, candy, magazines, etc.) by students is forbidden without written permission from the office of the Principal.

BICYCLES/SKATEBOARDS

Students riding bikes to school should use the bike racks available. Bikes/Skateboards and other non-motor means of transportation are not to be ridden until all buses have left the school grounds. They should not be ridden during the school day. (Students should not chain bikes to fire plugs or light poles.)

Section 2 – Student Services And Academic Information

GRADE REPORT TO PARENTS

Each semester is divided into two grading periods of nine weeks each. Report cards are issued digitally to parents following each nine-week period and on paper per request and at the end of each semester. Grades can be viewed throughout the school year by logging into Skyward.

GRADING SCALE

This is the corporation-wide grading scale. All teachers are expected to use this standardized scale for all assignments, quizzes, and exams.

A+ 100--97.5	C 77.49--72.50
A 97.49--92.50	C – 72.49--69.50
A – 92.49--89.50	D + 69.49--67.50
B + 89.49--87.50	D 67.49--62.50
B 87.49--82.50	D – 62.49--60
B – 82.49--79.50	F – 59.99 --0
C + 79.49--77.50	

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

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 the transcript

HIGH SCHOOL CREDIT COURSES

Students taking the following high school courses at the junior high level must pass at 80% proficiency or the course will be taken again at the high school level: Spanish I, Algebra I, Honors Geometry, Integrated Chemistry-Physics, Introduction to 2D Art, Introduction to 3D Art, Health, Preparing for College and Careers, and Introduction to Agriculture/Food/Natural Resources. Grades will not appear on the high school transcript if the student does not meet 80% proficiency.

STUDENTS WITHDRAWING FROM SCHOOL

When a student is withdrawing from school, the counselor should be notified as soon as possible. All Chromebooks and accessories, rental books, locks, and library books shall be returned.

STUDENT TRANSFERS

Students whose parents or legal guardians live outside the Madison Consolidated School District will obtain an out of district transfer form. This completed form must be returned to the administration building and approved prior to student enrollment.

EXCUSES FROM CLASS

- Health - Some parents/guardians may object to the Life Smart Youth Program. If so, students may be excused, without penalty.
- Physical Education - Students may be excused from all or part of the Physical Education Program when parents/guardians make a written request and present a medical excuse from a physician.

GUIDANCE AND COUNSELING PROGRAM - STUDENT SERVICES TEAM

The student services program represents an effort to give each student an opportunity for maximum personal growth and achievement in line with student interests and abilities. The counselors' offices are centrally located in the pupil services area. Counselors are available throughout the school day to help students overcome problems and difficulties that arise in connection with their studies and personal life. They are also available to discuss the student's potential and life goals in regard to a particular vocational choice. The counselors endeavor to help the student understand his/her interests, abilities and needs so that he/she may realize the most from his/her opportunities.

A student who wishes to meet with their counselor should fill out a Conference Request Form. A counselor will send for the student as soon as possible. Parents/guardians interested in talking with the counselor in regard to their student's progress should contact the school and make an appointment to see the counselor.

LEARNING COMMONS

It is the purpose of the Learning Commons to serve all students with as much good reading material as possible and to provide reference materials. The Learning Commons is open after classes begin in the morning and throughout the school day. Library books are not to be taken from the Learning Commons unless checked out. Borrower's are held responsible for all books. Fees may be charged for lost or non-returned books.

STUDY TABLES

The learning commons will be open after school until 4pm each evening depending upon staffing. Those attending are expected to follow the rules of the learning commons. There will be no transportation provided for students who attend study tables. Students will sign in and out. Athletic and or Co-Curricular programs may be required to attend study tables.

MAKE-UP WORK

1. Make-up work is the student's responsibility. The student is allowed one day for each day of absence (if the absence is excused) to make up work after returning to school. Work for pre-arranged absences will be due the day the student returns to school. Students unexcused or suspended from school (OSS) will be allowed to make up all work. *If students fail to makeup or complete work on time, students may be assigned to working lunch or study tables.*
2. If an assignment, quiz, or test was announced prior to the absence, the student is responsible for the assignment on the day he/she returns to school or on a day determined by the teacher.
3. A teacher, department, or grade level may implement specific dates or lengths of time for make-up work to be completed in order to receive full or partial credit.

Section 3 - Student Conduct/Discipline

BASIC EXPECTATIONS AND CODE OF CONDUCT FOR STUDENTS

SEE MCS STUDENT CODE OF CONDUCT DOCUMENT

“THE RULES YOU ARE ABOUT TO READ IN THIS CODE OF CONDUCT SUPPLEMENT, ARE IN ADDITION TO OUR BROAD, DISCRETIONARY AUTHORITY TO MAINTAIN SAFETY, ORDER, AND DISCIPLINE INSIDE THE SCHOOL ZONE. THESE RULES SUPPORT, BUT DO NOT LIMIT, OUR AUTHORITY.”

THE PURPOSE OF THE CODE OF CONDUCT IS TO:

- **CREATE A CONSISTENT SET OF EXPECTATIONS FOR STUDENT BEHAVIOR**
- **REINFORCE POSITIVE BEHAVIOR AND PROVIDE STUDENTS THE OPPORTUNITY TO DEVELOP APPROPRIATE SOCIAL SKILLS (PBIS)**
- **EXPLAIN THE RIGHTS AND RESPONSIBILITIES OF ALL STUDENTS AT MJHS**
- **ENGAGE STUDENTS IN A SAFE, POSITIVE, AND SUPPORTIVE LEARNING ENVIRONMENT**

DRESS CODE FOR STUDENTS

Students are expected to maintain an appearance that is appropriate 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.

MJHS 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 until in compliance. Repeated violations of the dress code may result in disciplinary consequences. The following dress code applies to all students:

1. General
 - a. All clothing with vulgar, racist, or suggestive slogans or advertising that promotes 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, hats, caps, and hoods 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. Heavy coats and blankets must be stored in the lockers.
 - e. Backpacks, satchels, and drawstring bags are to be stored in lockers during the school with the exception of students going to and from PE.
 - f. Earrings and other jewelry
 - i. No jewelry with spikes
 - ii. No jewelry that could be considered a danger to self or others may be worn for safety reasons.

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 are as follows:

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.

MJHS 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).

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 MJHS 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 (5) days per semester.
 - i. Notification will be sent on the fifth parent excuse
 - ii. Any absences after the 5th parent excused in one semester 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. Student Services Team / SRO Contact
 - iii. Probation Department Contacted
- b. 10 Unexcused Full-Day Absences
 - i. Letter mailed home
 - ii. Student Services Team / Administration / SRO Contact
 - iii. Probation Department contacted
 - iv. DCS Contact
- c. 15 Unexcused Full-Day Absences
 - i. Letter mailed home
 - ii. Probation Department contacted
 - iii. Extended School (i.e. Summer School)

Attendance Procedure

A student is allowed (10) Parent/Guardian Excused (E-PE or E-PI) absences per year. An unexcused absence will be assigned instead after the 10th E-PE or E-PI.

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 illness (E-PI) 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 (E-MD) will not be counted as one of the (10) allowed each year.

Once a student accumulates five (5), ten (10), or fifteen (15) unexcused absences, the Probation Department will be notified. Submission of medical documentation will not 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 school principal or attendance clerk 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 scheduled medical procedures, family vacations, and religious observances. These are subject to approval by the administration. If denied these will then count as your parents' excused days.

Absences and Extra-Curricular Participation/Off-Campus Education

- Students who are absent from school or do not arrive by the end of Period 3, 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: 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.

UNOFFICIAL WRITTEN MATERIAL

I. Rights

Students of MJHS have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia except for expression that:

- (a) is obscene to minors;
- (b) is libelous;
- (c) is pervasively indecent or vulgar (secondary schools)/contains any indecent or vulgar language (elementary schools);
- (d) advertise any product or service not permitted to minors by law;
- (e) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin);
- (f) presents a clear and present likelihood that, either because its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

II. Procedures

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the Principal or his/her secretary twenty-four (24) hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the number;
2. Date(s) and time(s) of the day of intended display or distribution;
3. Location where the material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four (24) hours of submission, the Principal (or his/her designee) will render a decision whether the material violates the Guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by either the school, the administration of the school, the School Board, or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty-four (24) hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the Principal (or his/her designee), the person may submit a written request for appeal to the Superintendent of schools or his/her secretary. If the person does not receive a response within three (3) days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why the distribution of the written material is appropriate.

III. Time, Place, and Manner of Distribution

The distribution of written material shall be limited to a reasonable time, place, and manner as follows:

- (1) No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- (2) Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school.

IV. Definitions

The following definitions apply to the following terms as used in this policy.

1. "Obscene to minors" is defined as:
 - (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - (c) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. "Minor" means any person under the age of eighteen (18).
3. "Material and substantial disruption" of a normal school activity is defined as follows:
 - (a) Where the normal school activity is an educational program of the District for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - (b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
4. "School activities" means any activity of students sponsored by the school and includes, by way of example, and not by way of limitation, classroom work, Learning Commons activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, plaque cards (sic), and underground newspapers, whether written by students or others.
6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.
7. "Distribution" means circulation or dissemination of written material by means of handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

V. Disciplinary Action

Distribution by any student of unofficial written material prohibited in this policy will be halted and disciplinary action will be taken in accordance with the procedures of the school.

Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

Section 4 - Miscellaneous Information

VOLUNTARY PROGRAM PROVIDING FOR THE RANDOM DRUG TESTING OF STUDENTS

Parents/guardians may consent to the random drug testing of their student/students who are enrolled in MJHS and MCHS and who have not reached the age of majority (students who are under eighteen years of age), by completing a “Parent Consent to Random Drug Testing” form. At such time that a parent/guardian consents to enlist his/her son or daughter into the voluntary random drug testing program, the student’s consent to such drug testing will also be requested by signing the aforementioned consent form. Once a student is enrolled in the program he/she will be subject to random drug tests which are to be conducted in accordance with standards adhered to by nationally recognized and NIDA certified drug testing laboratories. *Read the Extracurricular Activities Drug Testing Program (MCS Policy 5530 5530.01) below, sign the Extracurricular Consent Form located in the online registration.*

EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM MCS POLICY 5530 5530.01

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 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 the extracurricular activities in Madison Consolidated Schools as a safe and secure educational environment requires a clear policy and support 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 he/she has drug residues in his/her body. And it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward 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 sets forth health measures to be governed by school officials. Most specifically, Indiana Code 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. Each prospective participant shall receive a copy of this policy. The policy will be explained to them at the time.

CONSENT FORM

It is MANDATORY that each student who participates in extracurricular activities signs and returns 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 School.

TESTING PROCEDURE

1. The selection of participants to be tested 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 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 to 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 requested tests will be paid for by the requesting parent.
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 being selected 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 urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If 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 of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed 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 be given another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all 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 “performing 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. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program, set-up the collection environment, and 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 back to the Principal/Administrative designee.
6. In order to maintain confidentiality, the container, which contains 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 back to the Principal/Administrative designee with no name attached; only the student's random identification number will appear on the result 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 participation in extracurricular activities.
2. 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.
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.
3. If the test is verified "positive", the Principal/Administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistant agencies that the family may want to contact for help. The student will be prevented from participation in extracurricular activities until after a "follow-up" test is requested by the Principal/Administrative designee and the results are reported. A "follow-up" test will be requested by the Principal/Administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, Madison Consolidated Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make a satisfactory explanation.
4. Information on a verified "positive" test 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 being tested.
5. Drug testing result sheets will be returned to the Principal/Administrative designee identifying students by number and not name. Names of students will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the Principal/Administrative designee has access to.

FINANCIAL RESPONSIBILITY

1. Under this 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-requested test will be paid for by the parent.
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 this 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 being 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.

OTHER RULES: Apart from this drug testing program, Madison Consolidated High School Athletic Association and the coaching staff/sponsor of each sport/activity has his or her own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Adoption Date (**EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM**): December 15, 1998 / Amended Date: December 13, 2005

EXTRACURRICULAR / ATHLETIC ELIGIBILITY

Co/Extracurricular Activities

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

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.

MCS Athletic Handbook

The athletic handbook is designed to explain the rules, regulations, and policies relative to participation in athletics at Madison Consolidated School Corporation. It is the belief of the coaches, administrators and Madison Consolidated School System Board of Trustees that participation in athletics is a privilege, not a right, and that as a representative of the MCS, school system, and community, a student is expected to assume certain responsibilities and to live up to certain expectations.

It is the purpose of this document to clarify those expectations. Authority for the conduct of athletics in Indiana is governed by the Indiana High School Athletic Association (IHSAA) via the principals of member schools. The principal is assisted by the Athletic Director and head coaches.

As stated in the IHSAA By-Laws; any school may establish its own set of guidelines above and beyond those established by the state.

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 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 secret.
- 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 3rd 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.

Type of Incident	Cost
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.