



**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. Jeffery T. Studebaker, Superintendent, 812-274-8001

Madison Special Education and Student Services, 701 Eighth St., Madison, IN 47250  
Angela Vaughn, Director of Special Education & Student Services, 812-274-8008

Transportation Department, 2421 Wilson Avenue, Madison, IN 47250  
Keith Mahoney, Transportation Coordinator, 812-274-8110

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

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

E. O. Muncie Elementary, 800 Lanier Dr., Madison, IN 47250  
David Horvath, Principal and , 812-274-8004

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

Adopted by the Board of School Trustees May 2018  
Code of Conduct adopted by the Board of Trustees on November 12, 2014

# 2018-2019 School Calendar

Adopted December 14, 2018

## July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 1- Teacher In-Service

August 2 - Teacher Work Day

August 3- First Student Day

## August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September 3 - No School - Labor Day

October 8 - Parent/Teacher Conferences

High School 3:30 - 7:30 p.m.

October 8-9 - Parent/Teacher Conferences

Elementary 3:15-7:15pm JH 3:30-7:30 pm

October 10-12 - Remediation

October 10-19 - Fall Break

## October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 21-23 - No School Thanksgiving

December 21 -January 2 - No School Winter Break

## December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## January 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2 - Records and Reports Day

January 3 - School Resumes

January 21 - No School - MLK Day

February - HS Parent/Teacher Conferences  
February 18 - No School/Snow Make up Day

## February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 18-22 - No School/Snow Make up Days

March 25-29 - No School - Spring Break

April 19 - No School - Holiday

## April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 27- No School - Memorial Day

May 30 - Last Student Day

May 31 - Records and Reports Day

## June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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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 2015. 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 July 2017. If any of the policies referenced herein are revised after July 2017, the language in the most current policy prevails. Board policies can be found at <http://www.neola.com/madisoncon-in/>

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

The mission of Madison Consolidated Schools is to “educate all students to reach their potential.”

**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:

Angela Vaughn  
 Director of Special Education and 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 “Complaint Form” found under the Families Tab.

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
E. O. Muncie	Breakfast 7:10	School day 7:40-2:40
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" under the "Families" Tab. 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 page 23 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 the Corporation Liaison for Homeless Children with regard to enrollment procedures.

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.

### **WITHDRAWAL FROM SCHOOL (Policy 5130)**

Students withdrawing from school will have an exit interview with the principal.

## **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 an 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 parent's consent.

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. 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 Education & Student Service.

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's 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 local 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 ISTEP 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 record 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)

## **STUDENT FEES AND CHARGES (Policy 6152)**

When making payments to the school, please use a check, money order, or exact change, as our office does NOT keep cash on the premises due to State Board of Accounts Regulations.

### **TEXTBOOK RENTAL**

Madison Consolidated Schools charge specific fees for textbook rental. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. The school and staff do not make a profit.

Fees may be waived in situations where there is financial hardship.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

### **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://www.schoolnutritionandfitness.com/index.php?sid=1492469751082&page=staff>

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 "Families" tab 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**

- Beginning in school year 2017-18, and each year thereafter, 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.

- Graduating Seniors or students not returning to MCS Corporation the following year with a negative balances of more than \$25.00 not paid in full by the end of the school year (June 3rd 2017) 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 purchases extra beverage purchases.

- If a student repeatedly comes to school with no lunch and no money, food service employees



must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.

- 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 no request is not received within 10 days, the student's lunch/meal account will close and the funds will no longer available. Unclaimed remaining balances will be closed and zeroed out. The balance is receipted back into a School Food Service fund.

### **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.

## **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 sign in and obtain a visitor's badge. Any visitor found in the building without signing 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.

### **LUNCH VISITORS**

Parents are welcomed to have lunch with their children during any school day. We do request that you send a note with your child, so that the kitchen can make necessary preparation. You

must sign in at the office, receive the proper identification and pay for your meal, using exact change. Parents are encouraged to follow healthy nutrition guidelines; therefore fast food meals may not be brought into the dining room during serving hours. Carbonated drinks should not be included in student home lunches or brought into the school during the serving time.

### **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 a 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. **Brooksbury 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.

### **USE OF PERSONAL COMMUNICATION DEVICES (PCDs) (Policy 5136)**

While students may possess personal communication devices (PCDs) in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. An exception to this requirement would be the possession and use of PCDs by students with disabilities in accordance with their IEPs.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. However, the use of a PCD to engage in non-education-related communications is expressly prohibited.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to the school resource officer, law enforcement, or child services if the violation involves an illegal activity (e.g., child pornography, sexting, cyber bullying). If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement.

Students are personally and solely responsible for the care and security of their PCDs. The board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCDs brought onto its property.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

# Madison Consolidated Student Device Use Agreement

- Devices will not be used in ways that are inappropriate.
- Using inappropriate language when using emails, journals, wikis, blogs or other forms of communication is unacceptable.
- Creating or encourage others to create, discourteous or abusive content on school devices is unacceptable.
- Using school devices as electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons will not be tolerated.
- The school device is subject to inspection at any time without notice and remains the property of MCS.
- Never leave the device unattended, or loan out to others.
- Know where my device is at all times.
- Have your device's battery daily and arrive at school with my device charged.
- Keep food and beverages away from my device since they may cause damage to the Device.
- It is unacceptable to use the device camera to take and/or distribute inappropriate, or unethical material.
- Do not disassemble any part of my device or attempt any repairs.
- Protect the device by only carrying it while in the case provided and do not remove the device from the case provided by MCS.
- Do not place decorations (such as stickers, markers, etc.) on the device or provided case.
- Do not deface the serial number device sticker on any device.
- File a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of MCS.
- You will be responsible for all damages or loss caused by neglect or abuse.
- The device, case and power cords will be returned good working condition upon on unenrolling from MCS or at the end of each school year.

## 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.

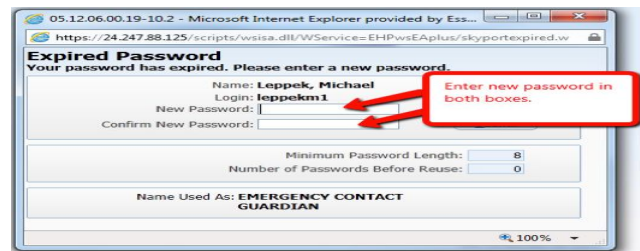
To enter your account, go to <http://www.madison.k12.in.us> and click on the Skyward Family Access button.

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



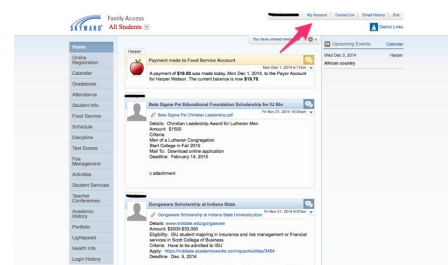
The first time you login, it will prompt you to change your password. Please enter the new password in both the New Password and Confirm New Password boxes.

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 so 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.



## **Network and Internet Access /Computer Use Agreement**

### **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 Internet filtering on all MCS sites, it is impossible to control 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 and Internet, students and their guardians agree to the conditions and expectations outlined in this document.

### **Use of the MCS Network**

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

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

Adapted with permission from the 8/14/14 version of the Student Internet Access/Computer Use Policy and Agreement downloaded from the Zionsville Community Schools Technology Department website, <http://www.zcs.k12.in.us/it/>

## **Services**

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

- Electronic mail communications with people all over the world.
- Information and news from government 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 circumvent or attempt to circumvent MCS's Internet security measures and/or filters.
- 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.

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- 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 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 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 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.

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.

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### **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.

Students using the network and communicating with others on the Internet should exercise caution 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 abide 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 eLearning.

Adapted with permission from the 8/14/14 version of the Student Internet Access/Computer Use Policy and Agreement downloaded from the Zionsville Community Schools Technology Department website, <http://www.zcs.k12.in.us/it/>

### **Information and Service Disclaimers**

MCS make 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.

Adapted with permission from the 8/14/14 version of the Student Internet Access/Computer Use Policy and Agreement downloaded from the Zionsville Community Schools Technology Department website, <http://www.zcs.k12.in.us/it/>

## **USE OF PERSONAL COMPUTING DEVICES**

Madison Consolidated Schools (MCS) permits students to bring personal laptops or other computing devices to school for academic purposes. 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.

Adapted with permission from the Use of Personal Computing Devices guidelines document downloaded from the Zionsville Community Schools Technology Department website, <http://www.zcs.k12.in.us/it/> on 6/18/2015

### **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 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.

Adapted with permission from the Use of Personal Computing Devices guidelines document downloaded from the Zionsville Community Schools Technology Department website, <http://www.zcs.k12.in.us/it/> on 6/18/2015

## **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 ISTEP Test, 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.

ISTEP 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 School District 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, students, teachers, the principal and the community.

Parent 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 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 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 about school-wide and individual test scores.
- Welcome parents into our school for observing, volunteering, conferencing or visiting their child's classroom.

**Madison Consolidated Schools**  
**Title I Family and Parent Engagement Policy**  
(Board Policy 2261.01 - Parent Participation in Title I Programs)

Madison Consolidated Schools agrees to implement the parental policy guidelines in accordance with the *No Child Left Behind Act* of 2001 and Neola Parent Participation in Title I Program Policy, as listed below. Madison Consolidated Schools will distribute this policy to parents of students participating in the Title I program as well as posting it on the Madison Consolidated district website.

**Policy Guidelines**

- Parents 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. During the spring semester, parents, 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 involvement 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 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’ and parents’ capacity for strong parental involvement by providing parents with:
  - Information about Indiana College and Career Readiness Standards from the IDOE website and publications to parents.
  - 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 program 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 and Teachers sign Compact for Learning agreements annually. Additionally, parents can attend various workshops, such as parent



technology tips, “make-it take-it nights”, and/or parent training on school programming.

- School staff committed to parent communication. Teachers provide newsletters, phone calls home, progress reports and assessment reports to update parents on student performance, emails, and timely responses to concerns or questions.
- Information presented in a language and form that parents 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 can request support in academic, emotional, and social areas to assist in improvement of student achievement.
- Madison Consolidated Schools will coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement 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. The Elementary Reading Plan (annual submission to IDOE Online) may also be a part of the parent 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 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 parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds. Parents will have the opportunity to identify during the meeting and on the Title I surveys any barriers to greater participation by parents in parent involvement activities, with particular attention to parents 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 parental involvement.

### **Expectations for Parental Involvement**

The Madison Consolidated Schools intends that parents 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' 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 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 school must submit its Title I school parent involvement policy, which must meet all legal requirements. This policy must be developed jointly with and distributed by the school to parents of participating students. The policy must be updated annually. A copy of each school's parent involvement policy shall be kept on file with the school's Title I program plan.

### **References**

Section 1118 of No Child Left Behind Act (NCLB) of 2001

Indiana Department of Education: <http://www.doe.in.gov/titlei>

### **TITLE 1 PARENT RIGHT-TO-KNOW LETTER**

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 "Volunteer Check" under the "Families" tab.

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

All background checks for chaperones are \$31.50 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 "Volunteer Check" under the "Families" tab.

## **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.

## **SECTION IV - STUDENT CONDUCT**

### **SCHOOL ATTENDANCE (Policy 5200)**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other school activities.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

### **NOTIFICATION OF ABSENCE (Policy 5200)**

If a student is absent the parents must contact the school's office by 9 am and provide an explanation. Automated calls are made when a child is absent. If immediate contact is not

possible, the parents should provide a written excuse on the first day of return. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will work with the parents to improve their child's attendance.

If a parent wishes to pick up homework for a child during an absence, arrangements should be made by contacting the school prior to noon on the day he/she plans to pick up the assignments.

An excused absence allows the student to make-up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

If the absence is unexcused or unauthorized by the principal, a student may not make-up the work.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student. In addition:

1. Report to juvenile authorities, including the school resource officer.
2. Report to local authorities, including Division of Child Services, concerning lack of parental responsibility in providing proper care and supervision of a child.

### **EXCUSED ABSENCES (Policy 5200)**

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Personal illness but not illness in the family unless the circumstances are approved by the principal
2. Death in the immediate family
3. Bona-fide religious holiday
4. Professional appointments that cannot be scheduled at non-school times
5. Absence approved by the principal for good cause
6. Statutory reasons as provided by Indiana Code 33-2-14, -15, -16, -17, 17.2 and -17.5 (Note: Absences for any of these statutory reasons are excused.)

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed physician or other qualified practitioner as provided in Indiana Code 20-33-2-18.

If the absence can be foreseen and the "good cause" is to be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed School work.

**Students who are excusably absent for more than 3 days in a grading period, regardless of the reasons, will be considered "frequently absent".** If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained absence".

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular-school activities and events and a notation made on his/her grading record.

### **VACATIONS DURING THE SCHOOL YEAR (Policy 5200)**

Because school attendance is so important, family trips should be coordinated with the school calendar. Vacations planned on the regular school day must receive **prior** notification and approval from the principal in order to be excused and given the opportunity to make-up the missed school work.

### **UNEXCUSED ABSENCES (Policy 5200)**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. After ten days of unexcused absences Division of Child Services may be contacted. No credit shall be given for any school work not completed as a result of truancy.

### **TARDINESS (Policy 5200)**

A student who is not in his/her assigned location by the school's start time shall be considered tardy. Any student arriving late to school is to report to the school office before going to class.

### **MAKE-UP OF TESTS AND OTHER SCHOOL WORK (Policy 5200)**

Students who are excusably absent from School or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Students will be given the number of days of excused absence within which to make-up work.

### **SUSPENSION FROM SCHOOL (Policy 5200)**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

### **IN SCHOOL SUSPENSION (Policy 5200)**

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to School.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **OUT OF SCHOOL SUSPENSION (Policy 5200)**

A suspended student will not be allowed to make-up school work due to suspension and will receive no credit for days missed.

Tests may not be made-up. His/Her grade will be diminished and indicate "absence from school due to discipline."

## **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 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.

Packages are available to order through our Food Service Website, [www.madison.k12.in.us](http://www.madison.k12.in.us), click on the food service tab and the package is located at the bottom of the first page.

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."

## **DRESS AND GROOMING (Policy 5511)**

While fashion changes, 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 within these general guidelines.

If a student has selected a manner of appearance that disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students should dress appropriately (not in a manner that would be unsafe or potentially disruptive for the school setting.) Guidelines are as follows:

1. Any clothing advertising alcohol, tobacco, drugs, guns, violence, inappropriate language/gestures or sexually suggestive materials are not acceptable.
2. Shoes: Tennis shoes are recommended, and required for physical education. Flip flops, open-toed, strapless, heeled or backless shoes are unacceptable on the playground equipment and pose a safety threat on staircases. (Safe Schools)
3. Style that causes a disruption to the learning environment of the school is not permitted. The principal can deem clothing inappropriate that is not described in this dress code. Parents will be notified.
4. Earrings and other jewelry: Students are not permitted to wear any body piercing jewelry other than in the ear. Distracting jewelry, grills, spikes, or jewelry that could be considered a danger to others may not be worn for safety reasons.

## **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## **CODE OF CONDUCT (Policy 5500, 5600)**

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- On school property at any time;
- During and immediately before and after any school activity at any location;
- Traveling to and from school or to and from a school activity;
- Off school property if the conduct involves bullying and two (2) or more students who attend school in the Corporation and the conduct has an adverse educational impact.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

- Knowingly interfering with school purposes or inducing another student to do so;



- Stealing or damaging school property or property of another person;
- Knowingly causing bodily harm to another person;
- Threatening another person with bodily injury;
- Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
- Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
- Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
- Possessing or providing an alcoholic beverage;
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
- Possessing, providing, or using tobacco or any tobacco product or electronic cigarettes or similar devices;
- Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
- Failing or refusing to comply with directions of an adult supervising a class or school activity;
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
- Materially altering any school document such as a hall pass;
- Violating Indiana or Federal law;
- Leaving a school activity or school property without prior approval of a teacher or supervising adult;
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
- Attempting or conspiring with another person to violate any student behavior standard;

### **ANTI-HARASSMENT (Policy 5517)**

The school prohibits the harassment, intimidation, or bullying of any student on school property or school sponsored events. Harassment, intimidation and bullying are defined as:

Any intentional written, verbal or physical act directed towards another student that:

1. Causes mental or physical harm to the other student; and
2. Sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for another student.

Discipline for any substantiated incidents of bullying, harassment, or intimidation will be prescribed in accordance with the appropriate section of the Student Discipline Code.

The school also prohibits retaliation against any person who reports an incident, files a complaint, or otherwise participates in an investigation. Filing false charges is also prohibited and will result in appropriate disciplinary sanctions. Suspected retaliation should be reported in the same manner as bullying, harassment, and intimidation detailed below.

Students should report incidents of bullying, harassment, or intimidation to the principal, assistant principal, or the superintendent, teachers, or counselors. Complaints about the principal should be filed with the superintendent, and complaints about the superintendent should be filed with the School Board President. All complaints will be reduced to writing and the student will have the option of either signing the complaint or affirming its veracity in front of two (2) administrators.

The administrator or board official receiving the report will conduct a prompt investigation. The parents of any child involved in prohibited conduct will be notified and permitted to view any reports related to the conduct subject to laws governing student privacy. A meeting between all concerned parties will be held within five (5) workdays after receipt of a complaint. Any findings based on this meeting will be reduced to writing. At the close of the investigation, a written decision, including any disciplinary action, will be made and the superintendent will be notified.

A complaining student who is not satisfied with the conclusion of the investigation may file an appeal with the superintendent or designee within ten (10) days of receipt of the decision. The superintendent or designee will arrange a meeting between all affected parties to discuss the appeal. Within ten (10) days of the appeal being filed, the superintendent or designee will provide a written decision.

If the complaining student is not satisfied with the decision of the superintendent or designee an appeal can be made to the board within ten (10) days of receipt of the latest decision. The board will conduct a hearing within twenty (20) days, and will issue a written decision within ten (10) days after the close of the hearing.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment

Conduct constituting harassment may take different forms, including but not limited to the following:

#### Sexual Harassment

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations;
2. Physical and/or sexual assault;
3. Threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
4. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
5. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
6. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
9. Inappropriate boundary invasions by a corporation employee or other adult member of the school corporation community into a student's personal space and personal life;
10. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
11. In the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
12. Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Race/Color/Religion/National Origin/Age/Disability/Other Protected Forms of Harassment

Verbal:

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal:

Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.

Physical Contact:

Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with one of two or three staff members selected by each building principal with whom the students would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit.

During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A

written summary of each such report is to be prepared promptly on the Bullying Report and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

1. Protect the confidentiality of the student who files a complaint, to the extent feasible;
2. Encourage the reporting of any incidents of sexual or other forms of harassment;
3. Protect the reputation of any party wrongfully charged with harassment.

### **POSSESSION OF ELECTRONIC EQUIPMENT**

Students are not allowed to bring radios, portable TV's, or electronic toys, and the like without the permission of the principal. Any forbidden equipment will be confiscated and disciplinary action will be taken.

Students are, however, permitted to have Personal Communication Devices, as defined in Policy 5136 and Policy 7542 in their possession during the school day. The use of the PCDs is to be consistent with the Board's adopted policies. Students who use PCDs in violation of the adopted Board policies are subject to discipline and confiscation of the device.

### **USE OF AN OBJECT AS A WEAPON**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

Intentional injury to another may result in a report to the police as well as discipline by the school. This violation may subject a student to expulsion.

### **KNOWLEDGE OF DEADLY OR DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

Because the school board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

### **BULLYING (Policy 5517.01)**

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidation, menacing, coercion, name-calling, taunting, threats, and hazing, as well as the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts certain specific behaviors from the definition "bullying". These exceptions are set forth in Board Policy 5517.01 - Bullying.

Additionally, the prohibition of bullying in Policy 5517.01 - Bullying applies regardless of the physical location when:

1. The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the corporation; and
2. The bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or board official. Complaints against the building principal should be filed with the superintendent. Complaints against the superintendent should be filed with the board president.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Corporation's Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

## **ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT (Policy 5600)**

The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the School to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct are:

1. To protect the physical safety of all persons and prevent damage to property;
2. To maintain an environment in which the educational objectives of the School can be achieved;
3. To enforce and instill the core values of the Madison Consolidated School Corporation and its School community.
4. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by the principal.
5. The nature and extent of any potential or actual injury, property damage, or disruption;
6. The student's prior disciplinary history and the relative success of any prior corrective efforts;

7. The willingness and ability of the student and the student's parents to participate in any corrective action;
8. The interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
9. Any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

In compliance with State law, the Board (Policy 5772) may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

1. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
2. A deadly a weapon is defined as:
3. A loaded or unloaded firearm;
4. A weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Students with disabilities eligible under the IDEA or Section 504 shall be expelled only in accordance with Board Policy 5605, and Federal due process rights appropriate to students with disabilities. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **DISCIPLINE (Policy 5600, 5605, 5610, 5610.02, 5630.01)**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes but is not limited to:

1. Writing assignments;
2. Change of seating or location;
3. Before-school, lunch, after-school detention;
4. In-school restriction;
5. Removal from a class or activity.

### **DETENTIONS**

A student may be detained after school or asked to come to school early by a teacher or the principal, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation

### **REMOVAL**

The teacher in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment may remove a student from a classroom or an activity. Such removal may be from the classroom for an entire school day, at the discretion of the building principal.

### **IN-SCHOOL SUSPENSION - IN-SCHOOL DISCIPLINE**

The In-School Suspension will be in session during the regular school day hours.

The following rules shall apply to In-School Suspension:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
6. No food or beverages shall be consumed.
7. Students shall not be allowed to use the telephone or to go to their lockers.

### **USE OF SECLUSION AND RESTRAINT (See Policy 5630.01)**

Pursuant to State law and Board Policy 5630.01-seclusion and restraint shall be used only: 1) as a last resort safety procedure employed after another, less restrictive procedure has been implemented without success; and 2) when there is an imminent risk of injury to the student, other students, school employees, or visitors to the school. A student's parent must be notified as soon as possible when an incident involving the student that includes the use of seclusion or restraint occurs.

## **FORMAL DISCIPLINE**

Formal discipline removes the student from school. It includes suspension for up to 10 school days and expulsion for the remainder of a semester or longer.

## **SUSPENSION**

The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

## **EXPULSION**

An expulsion is a removal from school attendance and any school function for a period of more than ten (10) consecutive school days.

## **EXPULSION FOR FIREARMS POSSESSION (Policy 5610, 5772)**

Any student who is found to possess a firearm on school property shall be reported immediately to law enforcement officials. In addition, s/he shall be subject to expulsion for a period of one (1) year.

## **DUE PROCESS RIGHTS (Policy 5610 and 5611)**

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

## **SUSPENSION FROM SCHOOL**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

## **THE APPEAL PROCESS**

The suspension may be appealed after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing and made within two (2) days after notification. During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make-up work missed after returning to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

## **EXPULSION FROM SCHOOL**

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the superintendent for consideration for expulsion. The superintendent shall review the case and may appoint a designee to conduct the expulsion



meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **NOTICE OF EXPULSION MEETING**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the superintendent, will issue a written decision following the expulsion meeting.

### **APPEAL OF AN EXPULSION**

Upon receipt of a written appeal, the board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

### **SEARCH AND SEIZURE (Policy 5771)**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student has violated the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **USE OF DOGS**

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property.

The dog may be allowed to examine school property such as lockers or students and items in their possession, but any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

### **USE OF BREATH-TEST INSTRUMENTS**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

There is the possibility that a “false-positive” result could be obtained. If the student believes that the test is inaccurate s/he may request an immediate retest be administered by local law enforcement authorities.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such refusal is a violation of school rules and will subject the student to disciplinary action. The student will then be given a second opportunity to take the test.

### **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, buttons, badges, or other insignia; and the like. All items must meet school guidelines.

A material cannot be displayed or distributed if it:

1. Is obscene to minors, libelous, indecent, or vulgar,
2. Advertises any product or service not permitted to minors by law,
3. Is intended to be insulting or harassing,
4. Tends to incite fighting, or
5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

Materials may not be displayed or distributed during passing times between classes.

Permission may be granted for display or distribution during lunch periods and/or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

### **STUDENT SUGGESTIONS AND COMPLAINTS (Policy 5710)**

The School is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns, and grievances may be directed to the Principal or to the student government.

If the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard, the student may file a grievance with the Director of Special Education and Student Services. That grievance will be investigated promptly and findings will be shared with the student. A student may not use the grievance procedure to change a grade.

This section adopted by the Board of School Trustees in 2014.

## **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 s/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 a videotape, 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, however 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 for (1) day maximum. 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.