

# **Madison Consolidated Junior High School**

**2019-2020**

701 Eighth Street

Madison, IN 47250

Telephone: (812) 274-8003

FAX: (812) 274-8013

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

Mascot: BEARS

Colors: Red, White, and Black

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

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

1. Do all of your work
2. Do what an adult asks or tells you to do.
3. Keep your hands, feet, and unwanted comments to yourself.

*Thank You,*

**Dan Grill**

**Principal MJHS**

**ADMINISTRATION**

Mr. Dan Grill - Principal  
Mr. Scott Schick - Assistant Principal  
Mrs. Reenie Getz - Dean of Students

**STUDENT SERVICES**

Ms. Betsy Sullivan - Counselor  
Mr. David Campbell - Counselor  
Mrs. Stephanie Brawner - Counselor

**MISSION STATEMENT**

**Our mission is to educate all students to maximize their potential.**

**VISION STATEMENT**

**We believe education is a partnership of school, parents, students, and community. The school environment will be both nurturing and safe. All students can learn with the support of teachers and parents or guardians. The educational community will be progressive in meeting the needs of the students within our ever-changing society. All students will accept responsibility for their education and become productive citizens.**

Equal Education Opportunity

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

Non-Discrimination Statement

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

## **SCHOOL-WIDE GOALS**

- 1. Expository writing across the curriculum**
- 2. Problem Solving**
- 3. Reading comprehension across the curriculum**

### **THE PHILOSOPHY OF THE MADISON JUNIOR HIGH SCHOOL**

The Philosophy of the Madison Consolidated Junior High School is consistent with and is in support of “The Statement of Philosophy for secondary education” and “The Basic Goals for Madison Consolidated Schools.”

All students in the community’s educational process pass from their basic foundation of elementary schooling through the junior high school to a more diversified high school program. Thus, one of the major functions of the junior high school is to make this transition as smooth and meaningful as possible by reinforcing interests, and by providing for the changing physical and emotional state of the student.

We strive to help our students understand their responsibilities to others and the privileges they enjoy in their democratic society in which they live. We help students to this end by allowing them to share in the responsibility for their educational growth. We attempt to create a school atmosphere that allows personal discovery for each individual through their varied educational experiences and sound guidance by teachers and parents/guardians.

We believe that each student’s needs, interests, capacities, and learning styles must be considered when establishing each student’s individual educational goals and that the junior high program should be designed so that it can be successfully completed by each student.

### **GOALS OF MADISON JUNIOR HIGH SCHOOL**

- To provide students with personal assistance and guidance so they may successfully cope with problems and thus establish the proper attitudes necessary for learning.
- To help students begin forming realistic goals.
- To encourage students to develop a sense of honor, integrity, and responsibility.
- To develop students’ abilities to read, listen, observe, think, speak, and write.
- To provide concentrated learning in intellectual areas.
- To provide experiences and direction for students so they may understand their government and the society in which they live.
- To provide instruction and exploratory experiences in the practical arts.
- To encourage appreciation of the fine arts and to offer opportunities for the development of talent and creativity.
- To provide instruction for the development of computer literacy.
- To provide students with the opportunity for physical activity and to provide competitive athletic experiences in interscholastic programs.
- To explore diverse levels of the world of work and experiences pertaining to life.
- To encourage a desire for life-long learning and self-improvement.

## **Student Directory Information**

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

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

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

## **Section 1 - General Information/Procedures**

### **GENERAL PROCEDURES FOR STUDENTS**

#### **Morning Procedures**

1. When arriving at school, all students will enter the building through Door 1 or Door 4.
2. Each student should report to his or her designated holding area.
3. Follow Breakfast Procedures, if eating.
4. Stay seated using small voices until dismissed.

#### **Hallway Procedures**

1. Use your assigned locker only.
2. Be respectful of others using their locker.
3. Use language appropriate for MJHS.
4. Help keep the halls clean.
5. Quiet voices are required going to and from lunch.
6. Running and horseplay in the hallways are not allowed.

#### **Restroom Procedures**

1. Restroom breaks should be taken between classes.
2. Appropriate behavior is expected when in the restroom.
3. Restrooms should be left clean.
4. Wash hands before leaving.

#### **Lunch Line Procedures**

1. Arrive at lunch in a timely manner.
2. No line cutting.
3. No eating in the serving line.
4. Have money out, unfolded, and student code ready to enter.
5. Students may re-enter the exit area after all students are served.

#### **Cafeteria Procedures**

1. After food selection and payment, a seat selection should be made.
2. When finished eating, clean the area around you, and wait to be dismissed.
3. Stack trays neatly and place trash in an appropriate disposal area.

#### **Audience/Convocation Procedures**

1. Enter the area in an orderly manner.
2. Use aisle steps.
3. Sit with your homeroom or designated class.
4. Be respectful at all times.
5. Follow dismissal directions.

## **ARRIVAL AT SCHOOL**

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

## **BOOK RENTAL/Technology Device FEES**

The textbooks/technology devices in the junior high are RENTED. The rental fee is based on the life expectancy of the book/technology device. Rental fees are due and payable in the office during registration or on the first full day. Students and/or parents/guardians are held accountable financially for any misuse or loss of rented books or materials. Parents may also sign an intent form to purchase his/her student Chromebook based on a purchasing agreement provided to students and their families. Students should place their name in each book in the indicated place. If a student withdraws during the year, a percentage of the rental fee will be refunded. A nominal fee will also be charged based on the student's class schedule for consumable materials. A student identification card will be issued. This card will allow MJHS students to attend all junior high athletic events held at home with no cost (excluding some tournaments). It is also your pass into the Learning Commons. It is the responsibility of each student to keep his/her I.D. card. Do not loan your card. It is your personal identification. The replacement cost for I.D. card is \$5.00.

## **BUS PASSES**

Students who wish to ride a bus other than their assigned bus must bring a handwritten note to that effect signed by a parent/guardian and including a home or cell phone number. The note should also include the bus number and address of the person they are going home with that day. Notes are to be brought to the *front office* before the *school day begins (before 1st period)*.

## **BUS TRANSPORTATION**

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

**Junior high students may not walk to the high school to catch the bus, or get off the bus at the high school in the morning and walk to the junior high school.**

## **OTHER TRANSPORTATION**

Junior high students riding with a high school sibling or parent/guardian will catch their ride outside the MJHS building, at the Commons Area end of the building.

## **EMERGENCY DRILLS**

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

school personnel.

## **GIFT/FLOWER DELIVERIES**

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

## **LEAVING SCHOOL DURING SCHOOL HOURS**

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

## **INSURANCE**

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

## **FOOD**

Food and candy should only be eaten in the cafeteria and in no other part of the building with the exception of PBIS rewards or teacher rewards. Please do not keep food in your lockers with the exception of lunch boxes. Students are allowed to have clear water bottles with only water. **Chewing gum is not allowed at school.** Selling of candy, gum, or any other item during the school day is prohibited. *Outside purchased food is also prohibited (i.e. McDonald's, etc.)*

## **CELL PHONES**

It is highly discouraged for a student to bring a cell phone to school. If a cell phone is brought to school, all cell phones must be placed in locker at 7:45, the start of the school day, until school ends at 3:05. The school will not be responsible for lost or stolen phones.

## **STUDENT LOCKERS**

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

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

Sharing of lockers is prohibited unless assigned otherwise by the administration.

## **LOCKER RULES**

In order to implement the school corporation's policy concerning student lockers, the school board adopted the following rules and regulations.

### **1. Use of Lockers**

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

### **2. Locks**

The school corporation will retain access to student lockers. Students may not use their own locks to prevent access to lockers by



school officials, and any unauthorized locks may be removed without notice and destroyed.

### **3. Authority to Inspect**

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

### **4. Inspection of Individual Student's Locker**

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

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

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

### **5. Inspection of All Lockers**

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

### **6. Student Material**

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

### **7. Disposal of Confiscated Contraband**

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

### **8. Involvement of Law Enforcement Officials**

If the Principal, Superintendent, or their designee has a reasonable suspicion that the locker or lockers contain illegal drugs, drug paraphernalia, weapons, bombs, explosive chemicals, or stolen property, he/she may request assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant before allowing such officials to inspect. The Principal may cause a locker inspection to be performed for school purposes if information given by law enforcement officials gives rise to a reasonable suspicion that locker (or lockers) contains contraband.

### **9. No Rights to Abandoned Property**

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

## **MEDICATION**

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

2. Medications must be in original containers.
3. Permission from physician and parents/guardians must be with medication including directions to administer the medication.
4. Parents/guardians must pick up all discontinued or unused medications. (Medication will not be sent home with students.) Any medication not picked up by parent/guardian at the end of the school year will be destroyed.
5. Medication will be administered by the school nurse or designated person.
6. Students with chronic medical conditions who need to carry and/or use medications and testing supplies outside the nurse's office will be allowed to do so with written permission from a physician and parent/guardian. Medical Care Plans must be on file on the student's first day of school and updated annually.

#### **OUTSIDE INTERFERENCE WITH DAILY OPERATION OF SCHOOL INCLUDING NOON-HOUR**

1. All commercial vendors are excluded from the school property unless cleared by the Principal.
2. We discourage the celebration of birthdays and etc. during school hours.
3. Parents should contact the Principal for approval of any unscheduled activity.

#### **PARENT AND STAFF PESTICIDE NOTIFICATION STATEMENT – MADISON CONSOLIDATED SCHOOLS**

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

#### **VISITORS**

Parents/guardians are given a cordial welcome to our school at all times. Upon arrival, parents/guardians shall sign in at the front office, present valid identification and process through the RAPTOR SYSTEM. Guests other than parents may visit after obtaining permission from the office. This must be done prior to the day of the visit. Students shall not ask their friends to visit the school. All visitors are required to wear a visitor/sub label while in the building and shall sign out when leaving.

#### **SPECIAL PERMISSION TRIPS**

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

#### **LOST AND FOUND**

The lost and found area is located in the cafeteria. Students should also look in the classrooms, lockers, commons area, and gym for lost or misplaced items.

#### **SOLICITING**

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

#### **BICYCLES**

Students riding bikes to school should use the bike racks available. Bikes are not to be ridden until all buses have left the school grounds. They should not be ridden during the school day. (Students should not chain bikes to fire plugs or light poles.)

#### **WORK PERMITS**

Most regular jobs for young people require a state work permit. Work permits for students are issued by Pupil Services. Getting a work permit is for the protection of both the employer and the employee. Work permits may be revoked if a student has more than one F on

the nine weeks report card or if there are attendance problems.

## **Section 2 - Student Services And Academic Information**

### **GRADE REPORT TO PARENTS**

Each semester is divided into two grading periods of nine weeks each. Report cards are issued digitally to parents following each nine-week period and on paper per request and at semesters end.

### **GRADING SCALE**

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

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

### **GRADE POINT AVERAGE**

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

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

### **RETAKING CLASSES**

Students who have earned a credit in a course during high school with a grade lower than a "C" or students who have failed a course during high school may retake the course to earn credit, to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma or a Technical Honors diploma. With permission of the principal and/or principal designee, students who plan to retake the second semester of a year-long course may also retake the first semester. When retaking a course, the original grade and the grade earned when the class is retaken will both be on the student's transcript. The higher grade will be associated with the credit and factored into the student's GPA. The lower grade will remain on the transcript with a notation that the course was retaken, but will not be included in the calculation of the student's GPA.

Incoming 9th graders with high school credit earned in middle school may retake those courses at Madison Consolidated High School if the grade earned in the middle school is lower than a "B-." When retaking a course previously taken in middle school, the course, credit, and grade earned in middle school will not be a part of the Madison Consolidated High School transcript.

**\*The only subject that may be retaken at the junior high level is Algebra I due to class availability and teacher recommendation.**

### **STUDENTS WITHDRAWING FROM SCHOOL**

When a student is withdrawing from school, the counselor should be notified as soon as possible. All Chromebooks and accessories,

rental books, locks, and library books shall be returned.

## **STUDENT TRANSFERS**

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

## **EXCUSES FROM CLASS**

- Health - Some parents/guardians may object to the Life Smart Youth Program. If so, students may be excused, without penalty. During this unit, students may receive special assignments at the discretion of the teacher.

Physical Education - Students may be excused from all or part of the Physical Education Program when parents/guardians make a written request and present a medical excuse from a physician.

## **GUIDANCE AND COUNSELING PROGRAM**

The guidance program represents an effort to give each student an opportunity for maximum personal growth and achievement in line with his/her interests and abilities.

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

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

## **LEARNING COMMONS**

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

## **MAKE-UP WORK**

1. Make-up work is the student's responsibility.
2. The student is allowed one day for each day of absence (if the absence is excused) to make up work after returning to school. Work for pre-arranged absences will be due the day the student returns to school. Make-up work for unexcused absences is at the discretion of the teacher. Students suspended from school (OSS) will be allowed to make up all work according to the number of days suspended.
3. If an assignment, quiz, or test was announced prior to the absence, the student is responsible for the assignment on the day he/she returns to school.
4. *If students fail to makeup or complete work in class, they may be assigned to Before School Redirection. This is held every morning before Bear Necessities from 7:20-7:50. Parents DO NOT need to bring their students to school early on days when before school redirection is held. Students will be assigned 1 week at a time and can be removed at a teacher's discretion.*

*\*After seven parent notes, a doctor's note is required. Otherwise, the student will be counted as "unexcused." At that time student may be placed on an attendance contract.*

## **Section 3 - Student Conduct/Discipline**

### BASIC EXPECTATIONS AND CODE OF CONDUCT FOR STUDENTS

*\*SEE MCS STUDENT CODE OF CONDUCT DOCUMENT\**

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

**THE PURPOSE OF THE CODE OF CONDUCT IS TO:**

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

#### DRESS CODE FOR STUDENTS

School exists for the purpose of providing educational opportunities, not as a forum to make a fashion statement. Therefore, the basic regulations listed below must be followed. The student who chooses to disregard the regulations will be issued alternate clothing for the day or the students will be assigned redirection for the day.

1. General
  - a) Students are expected to be well-groomed and neatly dressed at all times. Personal appearance of any manner, that is excessively distracting to the educational process, will not be permitted.
  - b) All clothing must be clean and in good repair.
  - c) All clothing must be free of advertisements for drugs, alcohol or tobacco.
  - d) All clothing must be free of derogatory, terrorist, insulting or vulgar messages.
  - e) All clothing must be free of any gang-related identification.
  - f) Nothing shall be worn that is considered detrimental to the educational atmosphere of MJHS.
2. Shoes are to be worn at all times. Heelys are not to be worn to school with wheel inserts.
3. Shirts, tops and dresses
  - a) All garments must cover the torso area completely when the arms are extended upward (bare midriffs, fronts, sides or backs are not allowed). Shirts, tops and dresses must have appropriate coverage of the collarbone and neck area (i.e., the straps of a shirt must be seen when the student’s hand is flat on the shoulder).
  - b) The neckline of all garments must be appropriate for school; no off the shoulder tops.
  - c) Garments of tight spandex or sheer lace fabrics are unacceptable.
  - d) See-through shirts and low-cut shirts that expose cleavage are prohibited.
  - e) These articles cannot have rips or tears.
4. Pants, shorts, and skirts
  - a) These articles of clothing must be worn with the waist band at the natural waistline.

- b) These articles must not sag.
  - c) These articles cannot have rips and tears above the knee. Patches are acceptable.
  - d) Tights or leggings must be worn with an over the top that is fingertip length when the arm is down by the side.
  - e) The length of all dresses, skirts, and shorts must be level with, or longer than, the point where the longest finger touches the leg when the individual stands with shoulders relaxed, arm extended, and palm flattened, *even when leggings are worn underneath*.
  - f) Pajama bottoms or similar bottoms of any kind are prohibited.
5. Coats, heavy jackets and outerwear shall remain in a locker during the school day. *Hoodies may be worn, but the hood should not be put up over the head at any point inside the building.*
6. Accessories - Chains, backpacks, hats, sunglasses and bandannas
- a) No chains may be worn.
  - b) Bandannas are prohibited (An exception will be made for bandannas worn as a hairband).
  - c) Sunglasses, hats, caps, and scarves must be removed when entering the building and stored in a locker.
  - d) Backpacks, satchels, and drawstring bags are to be stored in lockers during the school day.
7. Earrings and other jewelry
- a) No distracting or excessive jewelry. This is left to the administrator's discretion.
  - b) No jewelry with spikes; no jewelry that could be considered a danger to others may be worn for safety reasons.

### **Search and Seizure**

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

1. Searches of the pockets of the student
2. Purses, backpacks, or any other object in the possession of the student
3. Removal of an article of exterior clothing such as a jacket, shoes, and socks. All personal searches shall be conducted in accordance with MCS Policy 11.15.

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

## **UNOFFICIAL WRITTEN MATERIAL**

### **I. Rights**

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

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

## **II. Procedures**

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

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

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

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

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

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

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

## **III. Time, Place, and Manner of Distribution**

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

- (1) No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a

material and substantial disruption of that activity.

(2) Distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school.

#### **IV. Definitions**

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

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

#### **V. Disciplinary Action**

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



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

## **Section 4 - Miscellaneous Information**

### **ACTIVITIES & EXTRACURRICULAR**

#### **EXTRACURRICULAR ACTIVITIES**

Adult supervision by school personnel will be available for 30 minutes following the ending time of any after-school activity (games, dances, etc.). Parents/guardians should make arrangements to see that students do not remain on the school grounds unsupervised after school activities are concluded.

Students are expected to adhere to all school rules while attending ANY school function. There will be no entrance to the academic wing after 4:00 p.m.

Any student removed from an after-school function will be given the opportunity to telephone for transportation home. Admission to parties and dances is a student I.D. card and *cost varies from \$2-5*. I.D. replacement cost is \$5.00. All students must arrive within 30 minutes after the scheduled start of the event. After 30 minutes, the student may not attend the event or enter the building. No student will be permitted to leave a school party or event once they have been admitted until the scheduled end of the event unless called for in-person by the parent/guardian or written approval from parent/guardian has been presented to the school official in charge. **Only presently enrolled Madison Junior High students may attend our parties.**

#### **CHANGING SPORTS**

Athletes will be allowed to transfer from one sport to another only upon mutual agreement of both coaches involved.

1. Transfers will be denied for the following reasons:

- a. The first scheduled contest of the season has already been played.
- b. The athlete has not turned in all equipment, locks, and uniforms.

2. In the event an athlete is dismissed from a team during the season for disciplinary action, he/she will not be allowed to join another team during the same season.

#### **VOLUNTARY PROGRAM PROVIDING FOR THE RANDOM DRUG TESTING OF STUDENTS**

Parents/guardians may consent to the random drug testing of their student/students who are enrolled in MJHS and MCHS and who have not reached the age of majority (students who are under eighteen years of age), by completing a "Parent Consent to Random Drug Testing" form. At such time that a parent/guardian consents to enlist his/her son or daughter into the voluntary random drug testing program, the student's consent to such drug testing will also be requested by signing the aforementioned consent form. Once a student is enrolled in the program he/she will be subject to random drug tests which are to be conducted in accordance with standards adhered to by nationally recognized and NIDA certified drug testing laboratories. *Read the Extracurricular Activities Drug Testing Program (MCS Policy 11.18) below, sign the Extracurricular Consent Form located in the back of the Handbook, and return to the Main Office.*

#### **EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM      MCS POLICY 11.18**

##### **INTRODUCTION**

The effective date of this program is January 1, 2006. This program does not affect the current policies, practices, or rights of Madison Consolidated Schools with drug and/or alcohol possession or use, where reasonable suspension is obtained by means other than drug

testing through this policy. Madison Consolidated Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

#### **REASONABLE CONCERN**

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

#### **PURPOSE**

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

#### **SCOPE**

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

#### **LEGAL OBLIGATION**

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

#### **DRUG EDUCATION**

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

#### **CONSENT FORM**

It is MANDATORY that each student who participates in extracurricular activities signs and returns the "consent form" prior to participation in any extracurricular activity. Failure to comply will result in non-participation.

Each extracurricular participant shall be provided with a "consent form", a copy of which is attached hereto, which shall be dated and signed by the participant and by the parent/guardian. In doing so, the student is agreeing to participate in the random drug testing program at Madison Consolidated Junior and Senior High School.

#### **TESTING PROCEDURE**

1. The selection of participants to be tested will be supervised by the Principal/Administrative designee and will use the random selection process furnished by the certified laboratory hired by the corporation to do the testing. Selections will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. If the participating student shows signs of reasonable suspicion, the Principal/Administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or

excessive absences from school. Also, a parent/guardian may request testing of his/her student. Parent requested tests will be paid for by the requesting parent.

3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the Principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the occurs, the student must be given another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The Principal/Administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performing enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

#### **CHAIN OF CUSTODY**

1. The certified laboratory will provide training and directions to those who supervise the testing program set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number not name will be used.
2. The Principal/Administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The Administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collection to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time).
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. The certified laboratory will conduct the urine collection. MCS students are responsible to comply with all certified laboratory procedures. The certified laboratory is responsible to maintain student privacy and collected sample validity.

5. The testing laboratory will report the results back to the Principal/Administrative designee.
6. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the Principal/Administrative designee with no name attached; only the student's random identification number will appear on the result sheet.

### **TEST RESULTS**

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The Principal/Administrative designee will be notified of a student testing "positive". The Principal/Administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.  
In addition, the student or parent/guardian may request the urine specimen be tested again by the certified laboratory at a cost to the student or his/her parent/guardian.
3. If the test is verified "positive", the Principal/Administrative designee will meet with the student and his/her parent/guardian at the school corporation facility. The student and parent/guardian will be given the names of counseling and assistant agencies that the family may want to contact for help. The student will be prevented from participation in extracurricular activities until after a "follow-up" test is requested by the Principal/Administrative designee and the results are reported. A "follow-up" test will be requested by the Principal/Administrative designee after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a second "positive" result is obtained from the "follow-up" test, or any later test of that participant, the same previous procedure shall be followed. In addition, Madison Consolidated Schools reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make a satisfactory explanation.
4. Information on a verified "positive" test will be shared on a "need to know" basis with the student's coach or sponsor. The results of the "negative" tests will be kept confidential to protect the identity of all students being tested.
5. Drug testing result sheets will be returned to the Principal/Administrative designee identifying students by number and not name. Names of students will not be kept in open files or on any computer. Result sheets will be locked and secured in a location that only the Principal/Administrative designee has access to.

### **FINANCIAL RESPONSIBILITY**

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

### **CONFIDENTIALITY**

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

Consolidated Schools commitment to confidentiality with regard to the program.

**OTHER RULES**

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

Adoption Date: December 15, 1998

Amended Date: December 13, 2005