

# **Madison Consolidated High School**

## **2018-19 Student Handbook**

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Madison, Indiana 47250  
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Mascot: Cubs  
School Colors: Red and White

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## Welcome

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

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

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

### Administration

Michael Gasaway	Principal
Jill Deputy	Assistant Principal
Dan Grill	Assistant Principal
Joe Bronkella	Athletic Director

### Student Services

Janelle Smith	School Counselor , A-F
Carrie Dickerson	School Counselor, G-M
Shareen Roberts	School Counselor, N-Z
Natasha Leahigh	At Risk Counselor

### Student Resource Officer

Jacob McVey

## Mission Statement

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

## Vision

**Madison Consolidated High School will be the premier provider of secondary education in southern Indiana.**

## Beliefs

**Madison Consolidated High School embraces the following beliefs:**

- MCHS provides a safe and orderly environment that fosters quality teaching and learning.
- All students at MCHS have an equal opportunity to learn in an environment that fosters respect and tolerance.
- Exceptional students at MCHS need special services and resources to improve their performance.
- Students at MCHS learn best when our faculty, administrators, and staff maintain high expectations for learning.
- The curriculum at MCHS incorporates a variety of learning activities that support the standards to accommodate differences in student learning.
- Students at MCHS learn best when they are actively engaged in the learning process.

- Faculty, administrators, staff, parents, students, and the community all share the responsibility for helping students learn at MCHS.

### 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.

## **MCHS Fight Song**

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

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

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

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

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

**break through that defense**

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

**For we're the ones**

**who put the M in fame**

**always game**

**M-H-S**

**M-C-H-S**

**Go Cubs Go!!!**

**2018 -2019  
DAILY SCHEDULE**

<b>First Bell</b>	<b>7:45</b>		
<b>Period 1</b>	<b>7:55 - 8:45 (50)</b>		
<b>Period 2</b>	<b>8:50 - 9:40 (50)</b>		
<b>Period 3</b>	<b>9:45 - 10:35 (50)</b>		
<b>Cub PRIDE</b>	<b>10:40 - 11:05 (25)</b>		
<b>Period 4</b>	<b>11:05-12:25</b>		
	<b>4A</b>	<b>11:05 – 11:35 11:40 – 12:30 (50)</b>	<b>Lunch Class</b>
	<b>4B</b>	<b>11:10 – 12:00 (50) 12:00 – 12:30</b>	<b>Class Lunch</b>
<b>Period 5</b>	<b>12:35 – 1:25 (50)</b>		
<b>Period 6</b>	<b>1:30 – 2:20 (50)</b>		
<b>Period 7</b>	<b>2:25 – 3:15 (50)</b>		

## SECTION 1 – GENERAL INFORMATION/PROCEDURES

### **Arrival**

Students coming on campus in the morning must report immediately to the school cafeteria and stay there until the 7:45 a.m. bell. Students who ride a bus must enter the cafeteria through the Door #9 entrance on the north side of the building. Students who drive to campus must enter the C-Wing entrance through Door #4 on the south side of the building. Students who are dropped off by a parent must enter the Main Doors through Door #1 on front northeast entrance.

### **Bus Passes**

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

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

Wholesome food is served in the cafeteria at reasonable prices to both students and faculty members. Included in the daily menu are plate lunches, snacks, and a variety of ala carte items. Students may bring lunches from home and eat in the dining room. It will be up to the individual teachers if food or drink will be allowed in their classrooms. **Parents are discouraged from bringing food and/or drinks from an outside source to the school. Students will not be called to the office to pick up food.**

Students are expected to exhibit proper table manners. Any unusual disturbance will result in disciplinary action. When finished eating, students are required to carry their trays to the dish room. Trash is to be placed in the proper containers.

**Students are not to leave the school grounds during the lunch period. Students are to remain in the cafeteria and not go into areas where classes are in session or into the parking lot. Violators may be subject to disciplinary actions.**

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

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

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

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

- Parents may access their student's meal account activity and account balance at any time by logging on to their student's Skyward account. Payments may be made into a student's meal account by sending cash or a check to their student's school, or online on their student's Skyward account. Payments will be deposited for the full amount received. No cash will be returned at the time of the deposit.
- Graduating Seniors or students not returning to MCS Corporation the following year with a negative balances of more than **\$25.00 not paid in full** by the end of the last student day of current school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Madison Consolidated School Corporation.
- **Staff may charge up to ONE unpaid meal long as they establish and maintain a good credit history of making payments on their food service accounts.**
- 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.
- Junior and Senior High students that have a negative balance will notified by school staff in food service line daily. *Ala carte items may NOT be charged by any students with a negative balance.*
- Students who graduate or withdraw from the corporation and have \$10.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. Parents/Guardians have 10 days from the date the account became inactive to request a refund or transfer the remaining funds. If no request is

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

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

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

### **Closed Campus**

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

Students who need to leave school during the school day **must** obtain an Off-Campus Pass from the Office and must also sign out in the Office before leaving. These passes will not be granted without a written note or phone call from parents.

### **Communication:**

In order to keep parents/guardians well informed, MCHS has implemented an e-mail notification system through Family Access. The steps below will help you to register to receive emails regarding attendance, tardies, and discipline.

1. Parents should go to [www.madison.k12.in.us](http://www.madison.k12.in.us), click the "Parent" tab. Then choose "Skyward Login"
2. Log in with your user ID and Password (**You can obtain these at registration or by calling Student Services**).
3. Click on the "E-mail Notification" link. Click on "Change My Notifications." You may have to scroll over to the right.
4. Click the "Receive Daily Notifications For My Students" under the "Attendance Sections" and then click save.

The e-mails regarding attendance, tardies, and discipline referrals will be generated each day at 4:00 p.m. Please check with the high school to make sure your e-mail address is correct and that the e-mail address is a secure address to which only the parent has access.

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

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

### **Computer/Textbook Rental**

The computer rental system is used at Madison Consolidated High School. Computers are rented at the Office at prescribed times. Students should place their names in each book at the indicated place. Books should be returned with no more than reasonable wear. If a student withdraws during the year, a percentage of the computer rental will be refunded. This does not apply to consumable items. Book obligations, as well as other financial obligations, must be met before a student's grades become part of his/her permanent record.

### **Convocations**

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

### **Discrimination Statements**

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

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

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



### **Dismissal**

At the end of the school day, students who ride the bus home will exit to the south side of the building through A or C wing. Students are to go to their assigned areas and to remain on the sidewalk area.

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

- Devices will not be used in ways that are inappropriate.
- Using inappropriate language when using emails, journals, wikis, blogs or other forms of communication is unacceptable.
- Creating or 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.

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

### **Driving and Parking Privileges**

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

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

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

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

### **Early Dismissal**

No student may leave MCHS prior to dismissal time without either a.) a written request signed by a parent or guardian or person listed under emergency contact b.) the parent or guardian or person listed under emergency contact coming to MCHS office to personally request the release c.) parent or guardian or person listed under emergency contact makes a phone call to MCHS. No student will be released to a person other than a custodial parent(s) or guardian(s) or person listed on the emergency contact list without permission (through a, b, or c from above) custodial parent(s) or other legal authorization.

### **Emergency Drills**

Madison Consolidated High School has developed a comprehensive Emergency Preparedness and Crisis Intervention Plan that addresses many emergency situations that may occur during the school day. During the year drills will be held periodically in order to familiarize the staff and the student body with the correct procedures to be followed in the event of emergency situations. During these drills students should follow the directions of administrators and teachers until the drill is completed. In the case of

an active shooter or intruder in the building students should be familiar with the ALICE program (Alert, Lockdown, Inform, Counter, Evacuate).

#### **Hall Passes**

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

#### **Injury and Illness**

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

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

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

#### **Internet Policy**

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

#### **Learning Commons**

The Learning Commons is available for student use during every period of the day. Students who wish to use the Learning Commons during the school day will need a pass from a teacher. Study hall passes to the library are for the entire period unless noted by the assigning teacher. A Learning Commons pass does not carry with it an automatic or implied restroom or Student Services privilege. Late fees are assessed at 10 cents per day for overdue books and materials. Any book damaged or not returned after six weeks will be billed to the student at the full replacement cost. Library privileges may be revoked until payments are made in full.

#### **Hallway Lockers**

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

#### **Gym Lockers**

Do not leave valuables or large amounts of money in lockers. Gym locks will be provided by the P.E. department.

Do not write on or place stickers on lockers. Students will be required to remove writing or stickers from their assigned locker.

Students who vandalize lockers resulting in permanent damage will be expected to replace the locker and will be subject to disciplinary action. No personal locks will be allowed.

#### **Pest Control Policy**

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

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

#### **Restrooms**

Restrooms are located throughout the building. Students who need to use the restroom during class should obtain a pass from their teacher. Students who are ill should report to the Nurse's Office. They are not to remain in the restroom.

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

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

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

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

If a student is to be sent home, the nurse will contact the parents or another adult listed as an emergency contact to obtain permission or to arrange transportation. Under no circumstances should a student make arrangements to leave school without the proper permission of the nurse, an administrator, or a counselor. The parent/guardian is responsible for providing a wheelchair or crutches for their student if so is required.

### **Medication**

1. All medication must be brought to the school nurse. Failure to do so will result in suspension from school.
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 medication. 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.

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

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

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

### **Telephones**

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

A student may use the telephone in the Student Services lobby with permission from the Student Services secretary.

### **Visitors**

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

### **Work Permits**

Students must present the Intent to Employ Form and a birth certificate to the Office before a work permit can be issued. Work Permits are issued between 8:00 a.m. and 3:30 p.m. Monday through Friday. Processing time is between 24 and 48 hours during the school week. School officials may revoke a work permit if a student's grades drop, if there are attendance problems, or for behavior issues.

## SECTION 2 - STUDENT SERVICES AND ACADEMIC INFORMATION

### School Grading Scale

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

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

### Grade Point Average

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

### Weighted Grading Scale

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

### Report Cards

Report cards are printed at the end of the first semester and sent home with students. Report cards at the end of 2nd semester are mailed home.

### Mid-Term Progress Reports

Mid-Term progress reports can be viewed digitally online through Skyward at the end of the 1st and 3rd quarters to inform the parent(s)/guardian(s) of the student's progress at the midpoint of the semester. Mid-Term progress reports will be sent home at the end of the 1st and 3rd 9 week grading period for students who have earned a D or an F.

### Schedules Changes

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

### Grade Classification

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

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

### Graduation Requirements

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

Full information about these diploma pathways may be found in the Course Curriculum Guide with copies located in the Student Services Office.

Students who have met all graduation requirements and the state required End of Course Assessments will receive a high school diploma. Students meeting graduation requirements who have not passed state required End of Course Assessments will receive a Certificate of Credit Completion.

### **Commencement Ceremony**

Graduation from high school is a significant event. Students who wish to participate in Commencement ceremonies must have completed all graduation requirements prior to the last day of the school year.

### **Awarding High Academic Standards**

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

*Summa Cum Laude* – “with highest distinction”

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

*Magna Cum Laude* – “with high distinction”

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

*Cum Laude* – “with distinction”

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

Honor Graduate – Character, Leadership, Service

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

Summa Cum Laude honorees, Magna Cum Laude honorees, Cum Laude honorees, and the Honor Graduate will take the place of the current Valedictorian and Salutatorian selection. This will be effective beginning with the graduating Class of 2015.

### **Perfect Attendance**

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

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

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

### **Transcripts and Other Forms**

Transcripts may be sent to colleges at a student’s or parent’s written request. Standardized test scores that include ISTEP, SAT, ACT, and ECA will appear as part of the official transcript. Students are encouraged to use Indiana E-transcript through [www.docufide.com](http://www.docufide.com) to request and send transcripts. This is a free service. Anyone requesting paper transcripts (official or unofficial) will be charged \$3.00 per transcript. Other outside forms including insurance, Social Security, etc., may be completed by Student Services for a \$3.00 fee per request.

### **Length of Day**

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

### **Grade Change Policy**

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

The following review procedures shall be followed:

- A written explanation addressing all pertinent reasons for the requested grade change. The explanation should indicate completion all of the course requirements including the final examination. The documented information is critical.
- The written explanation shall be delivered to Madison Consolidated High School in person.

- An appeals committee (consisting of the course teacher, guidance counselor, and the principal or principal's designee) shall review the written request and will decide whether the grade should or should not be amended.

#### **Retaking Classes**

Students who have earned a credit in a high school course, including Jr. High students, 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.*

#### **Southeastern Career Center**

The Southeastern Career Center (SCC) at Versailles offers vocational programs for students during the junior and senior years. Madison Consolidated High School pays tuition to the Career Center in order for a student to attend. This tuition covers an entire year of instruction and is non-refundable. Students may not withdraw from the SCC after the first day of school at MCHS. Students who enroll at the Career Center will be expected to complete a full year of instruction. Most programs at SCC require a two-year commitment by students who choose to attend. Bus transportation is provided. Cosmetology students are responsible for their own transportation. No other student is permitted to drive to SCC without a pass issued by MCHS or SCC with appropriate signatures by the principal or his/her designee.

#### **Madison Alternative Program (M.A.P.)**

Madison Alternative Learning (M.A.P.) is an alternative school located on the southeast side of the Madison Consolidated High School campus. Students who take classes at M.A.P. during the school day are not allowed to take courses at MCHS at the same time unless approved by administration. Students who are enrolled as M.A.P. students who have either been expelled or who have signed "Alternative to Expulsion Agreements" are not allowed to participate in either extracurricular (athletics) or co-curricular activities at MCHS (including attending dances). All other M.A.P. students retain the same participation rights as students who attend MCHS if students are eligible through governing bodies overseeing activity. Credits earned at M.A.P. do apply toward a diploma at MCHS.

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

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

#### **Dual Credit Classes/IVY TECH Community College**

Madison Consolidated High School allows qualified students to enroll part or full time in college courses for dual high school/college credit. These courses may be taken either at MCHS or on the college campus while the student is still in high school. Depending upon the course selected by the student and/or the college/university, the student may or may not be required to pay the tuition.

Several Dual Credit programs are available to MCHS students. MCHS has Dual Credit courses with the following institutions: IVY Tech Community College, Indiana University, Purdue University, and Vincennes University. **Students are encouraged to use and select courses from the Core Transfer Library at [www.TransferIN.net](http://www.TransferIN.net) to ensure their college of choice will accept the Dual Credit.**

**See school counselor for additional details regarding Dual Credit opportunities.**

#### **Online or Correspondence Courses**

MCHS students may enroll in online/correspondence courses by contacting their counselor. Written permission must be received and placed in the student's permanent record file prior to beginning a course. On-line or correspondence courses will appear on the student's transcript and will be calculated into the G.P.A.

**The student and parent are responsible for paying for ALL online or correspondence courses.** MCHS MAY reimburse payment to the parent/guardian for the tuition **IN FULL** if it is a course that we do not offer and that is needed for a student to obtain a higher diploma type.

MCHS does offer online credit recovery program through virtual lab.

#### **Change of Address**

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

#### **Withdrawal Procedure**

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

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

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

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

#### **Exit Interview to Determine Reason for Withdrawal**

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

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

### **SECTION 3 - ATTENDANCE POLICIES AND PROCEDURES**

## **Attendance**

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

## **Attendance Procedure**

It is preferred when a student is going to be absent that the parent/guardian call the school and notify the Office of the absence. If a student is absent and there is no parent/guardian call or notification, the Blackboard system will call the parent/guardian requesting that the parent/guardian call the school. If the parent/guardian has not called or made personal contact, it is the student's responsibility to turn in a note to the Office before attending class upon return to school, otherwise resulting in an unexcused absence. When returning to school after an absence, the student may be excused with a parent's or guardian's note, phone call, or sign-out. Students who arrive late at school need to sign in at the Office and will be issued an admit slip to their current class. Teachers will need to check the computer attendance program to identify excused and unexcused absences. Parents will be contacted by our automated phone service when their student has been marked absent and we have not received verification of their absence. When this happens, please contact the school as soon as possible to verify the absence. We welcome your voice messages if it is after hours.

## **Conditions Under Which Absences May Be Excused**

Absences will be excused under the following circumstances. Excused absences will be counted toward attendance limits.

- Absences will be excused when verified by parent/guardian, parent/guardian note, phone call or doctor excuse.
- Excessive absenteeism will be addressed with student and family and might require further verification.

## **Pre-Arranged Absences**

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

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

The most frequent reasons for pre-arranged absences are for college visits, scheduled medical procedures, family vacations, and religious observances. The day(s) missed will count toward the maximum number of absences allowed in that class.

## **Attendance Policy: Administrative Procedures**

- **After seven (7) unexcused absences** in any class in one semester, a letter will be sent to the parent(s)/guardian(s) informing them that the MCHS attendance policy limits have been violated and that the student will be placed on an attendance contract between MCHS the student and the parent. Students who abide by such contracts will not have credits denied or be held to any other consequences. The following list of possible stipulations may be placed in an attendance contract:
  - a.) The student's attendance will continue to be monitored. The student will be required to provide medical and/or legal documentation for his/her absences beyond the maximum limit; otherwise further absences will be considered unexcused.
  - b.) The student may be assigned to attendance recovery classes.
  - c.) The student may be recommended for counseling.
- **Ten (10) unexcused absences in any class in one semester will be considered excessive** and any of the following are possible recommendations that could be made or steps taken when a student has missed 10 days in a semester:
  - a.) Course credits may be denied. The student and parent(s)/guardian(s) will have the opportunity to appeal for credits to be awarded. See appeal procedures.
  - b.) Expulsion from school



- c.) The student's work permit may be voided
- d.) Referral to Probation and/or Child Protective Services

- **Fifteen (15) unexcused absences in any class in one semester will be grounds for expulsion due to non-attendance.**
  - a.) Student will be withdrawn due to excessive non-attendance.
  - b.) If Student is of driving age, DMV will be notified
  - c.) The student's work permit will be voided
  - d.) Referral to Probation and/or Child Protective Services
  - e.) Student will be able to re-enroll in MCHS during the next semester.

#### **Make-Up Work**

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

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

- Students who are absent from school or do not arrive by the end of Period 3, may not attend extra-curricular activities (including athletic practices or contests) that evening. If extenuating school or family circumstances result in a student's failure to be present for these classes, an exception can be made by the school administration. Reasons may include: approved college visits, medical emergencies, and funerals.
- Students who leave school due to illness are not to attend extra-curricular or athletic events as well as vocational school. Medical appointments do not apply.
- A student missing an exceptional amount of instructional school days will not be permitted to participate in extra-curricular school events (i.e. dances, field trips, etc.). Final determination of attendance at an extra-curricular school event will be reviewed by the principal.
- Students who leave MCHS due to illness are not to attend off campus education through ITCC, SCC, or Flex.

#### **Appeal Procedures**

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

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

The following review procedures shall be followed:

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

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

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

### **Emergency Closings and Delays**

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

Fox 41    WLKY 32    WORX/WXGO    WKKG    WHAS 11    WMPI    WIKI    WKID-Vevay    WAVE 3

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

### **MCHS Plagiarism Policy**

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

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

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

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

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

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

1. The first time a student commits inadvertent plagiarism, the teacher will file a discipline report on the student, conference with the student, and contact the student's parents.
2. The student will have the opportunity to complete the assignment to correctly credit source material and resubmit the assignment within three school days, which will then receive an automatic 20% grade reduction. If the assignment is not completed within three school days or still contains evidence of plagiarism, the assignment will receive zero points.
3. If a student submits a second assignment any time in his MCHS career with evidence of inadvertent plagiarism, the teacher will file a second discipline report, conference with the student, and conference with the student's parents.

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

**Truancy**

A student is considered truant if he/she is willfully absent from school without parent/guardian permission or if he/she leaves school or class without permission of the teacher and/or administrator in charge. Any student who is truant/unexcused from a full day of school ten (10) or more times will be referred to the Jefferson County Probation Department.

Parents will be notified of truancies and unexcused absences through automated phone calls, teacher phone calls, or administration phone calls.

**Habitual Truancy**

Students who are truant from school ten (10) or more times during any given school year will be deemed habitually truant and will be subject to the invalidation of their driver's license until the age of eighteen (18), revocation of their work permit, suspension and/or expulsion, and will be referred to the Jefferson County Probation Department. (See Driver's License Law for Students)

**MCHS Tardy Policy**

The school accepts responsibility of helping develop good character habits in its students. Chronic tardiness is a deterrent to the establishment of such habits, and therefore, cannot be condoned. In cases of severe, excessive or chronic tardiness, the administration may place the student on pass restriction or remove the student from class with loss of credit. Students have the responsibility to be in class on time. Students are expected to be in their classrooms when the bell rings. Students have five (5) minutes passing time from one period to the next. There is adequate passing time for all students to move to their next class and attend to any personal needs; therefore, tardiness should be minimized. The teacher will keep a record of each student's tardiness during each semester period.

**Tardy to School**

If a student arrives to class after the 7:55AM bell or arrives to school within the first 20 minutes of first period her/she will be counted as "Tardy to School" and should report directly to the main office to sign-in. A student who is more than 20 minutes late should report to the office to sign in and receive an admit slip. This will be assigned an unexcused absence from class. Students who are tardy to school may have their driving privileges revoked for a period of time up to the remainder of the semester **in addition to** the normal consequences for excessive tardiness.

**Tardy to Class**

A student will be counted as present if they are inside the classroom when the tardy bell rings. When a student arrives to periods 2 through 7 after the tardy bell, but within the first five (5) minutes, he/she will be counted tardy to class. Students who are late to class more than the allowed five (5) minutes are considered to have an unexcused absence for that class and will be considered truant if he/she does not have a pass. **This policy is based on tardies for each individual period during a semester.** Teachers need to change all absences on the computer to tardies at the end of each period according to the definitions above. PRIDE team members will run tardy reports through Skyward each day, teachers will not submit a write-up.

**TARDY POLICY**

**#'s**

**#1-3**    **Warning**

**#4**        **Lunch Detention**

- #5 Lunch Detention + ASD
- #6 Lunch Detention + Saturday School
- #7+ OSS

**TRUANCY\* POLICY**

**#'s**

- #1 Lunch Detention
- #2 Lunch Detention + ASD
- #3 FULL DAY ISS
- #4 Saturday School
- #5+ OSS

**\*TRUANCY - LEAVING SCHOOL BUILDING**

**ANY OFFENSE WILL RESULT IN OSS**

**CHAPTER 4 – STUDENT CONDUCT/DISCIPLINE**

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

1. On School property at any time;
2. During and immediately before and after any School activity at any location
3. Traveling to and from School or to and from a School activity;
4. 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.

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 OPPORTUNITIES TO DEVELOP APPROPRIATE SOCIAL SKILLS
- OUTLINE INTERVENTIONS AND CONSEQUENCES FOR STUDENTS WHO ENGAGE IN INAPPROPRIATE BEHAVIOR
- EXPLAIN THE RIGHTS AND RESPONSIBILITIES OF ALL STUDENTS AT MCHS
- ENGAGE STUDENTS IN A SAFE, POSITIVE, AND SUPPORTIVE LEARNING ENVIRONMENT

#### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of MCHS 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 of 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.

The staff expects students to arrive at MCHS prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her school counselor.

Adult students (age eighteen (18) or older) are expected to follow all MCS and MCHS rules. If residing at home, adult students should include their parents in their educational program.

1. **Students are expected to regularly attend school and classes in a punctual manner.**
  - a. Unexcused Absence - An absence for which no parent/guardian note or phone call was received stating the reason for the absence.
  - b. Truancy - When a student is willfully absent from school without parent/guardian permission or who leaves school or class without permission of the teacher and/or administrator in charge.
  - c. Tardiness - The act of lateness to school, class, homeroom, any part of the student's schedule, or to one's assigned area.
2. **Students are expected to be prepared for class with the necessary materials and to behave in a manner which does not interfere with the learning environment.**
  - a. Unprepared for Class - Not having the necessary materials including a charged device.
  - b. Classroom Unacceptable Behavior - Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or other school personnel to conduct the educational function under his/her supervision.
  - c. Disruptive Behavior - Any act that interferes with the educational process or setting.
3. **Students are expected to complete their own school work without misrepresenting other work as their own.**
  - a. Cheating/Plagiarism - Misrepresenting other work as your own, allowing your work to be used in such a manner, or violating the security of the testing situation in any way. Violations reported to the office will be subject to suspension. Those found guilty of cheating/plagiarism are also ineligible for membership in the National Honor Society.
4. **Students are expected to respect the rights of all staff members and to acknowledge the staff's authority in operating the school.**
  - a. Disrespect - Inappropriate or discourteous behavior(s) directed toward staff or others.
  - b. Insubordination - Failing to obey the reasonable directions or instructions of any adult staff member. This includes certified staff, student teachers, substitute teachers, lunchroom monitors, clerical staff, custodians, and unpaid volunteers.
  - c. Verbal Abuse of Staff - The act of using profanity, obscenities, or hand gestures directed toward staff members.
  - d. Physical Confrontation with Staff - Aggressive or hostile bodily contact with a staff member.
5. **Students are expected to cooperate with school officials trying to enforce rules and to be accountable for their own actions.**

- a. Dishonesty (Lying) - Intentionally telling untruths.
  - b. Gross Disobedience, Misconduct - Any conduct, behavior, or activity, as defined by the Board of Education in its policies, which causes or may reasonably lead school authorities to anticipate substantial injury, disruption, or material interference with school activities or the rights of other students or school personnel.
  - c. False Reports/Forgery - Falsifying the name of another person, time, date, grades, addresses, or other data in writing.
  - d. Habitual Offender - Any student who accumulates nine (9) or more conduct violations in a given school year may be designated "Habitual Offender".
- 6. Students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere.**
- 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 with these general guidelines.
- Proper student dress and appearance are important for creating an educational atmosphere geared for success. Whenever a school official considers a student's appearance to be inappropriate, immodest, distracting to the educational environment, or unsafe, a conference will be held and the student will be asked to make accommodations.
- MCHS students in violation of the school dress code will be asked to comply before returning to class or will be given alternate clothing or be assigned to detention for the day. Repeated violations of the dress code may result in disciplinary consequences. The following dress code applies to both male and female students:
- a. General
    - 1. Students are expected to be well groomed and neatly dressed at all times. Personal appearance of any manner, including hair color that is excessively distracting to the educational process, will not be permitted.
    - 2. All clothing should be clean and in good repair.
    - 3. All clothing with vulgar, racist, or suggestive slogans or advertising that promotes alcohol, tobacco, or narcotic-related products is not permitted.
    - 4. All clothing must be free from any gang related identification.
    - 5. Nothing shall be worn that is considered detrimental to the educational atmosphere. (For example, pajamas, pajama bottoms, and/or slippers are not allowed.)
  - b. Shirts, Tops, and Dresses
    - 1. All garments must cover the torso area completely when arms are extended upward (bare midriffs, fronts, sides, or backs are not allowed). Shirts, tops, and dresses must have appropriate coverage of the collarbone and neck area (i.e., the straps of a shirt must be seen when the student places three fingers flat on the shoulder).
    - 2. The neckline of all garments must be appropriate for school; no off the shoulder tops
    - 3. Muscle shirts, see-through shirts, and low-cut shirts that expose cleavage are prohibited.
  - c. Pants, Shorts, and Skirts
    - 1. Pants are to be worn around the waist. No sagging or low hip hugger pants should be worn to school.
    - 2. Shorts, skirts, and dresses will be allowed to be worn to school if the length is level with or lower than the point where the longest finger touches the leg when the individual stands with shoulders relaxed, arm extended and palm flattened..
    - 3. Pants with holes, cuts, tears, frays, that expose skin, other clothing, or undergarments above the point where the fingers touch the leg when the individual stands with shoulders relaxed, arm extended, and palm flattened are not allowed. Patches (not tape) must completely cover any holes or tears in this area.
  - d. Shoes
    - 1. As a safety factor, appropriate shoes must be worn at all times. Certain activities in school require students to wear closed-toe shoes (e.g., foods lab, science lab, manufacturing lab, P.E., etc.).
  - e. Accessories
    - 1. Sunglasses, hats, caps, and hoods are not to be worn inside the building.
    - 2. Chains (including billfold chains), animal collars, and any accessories with spikes are not permitted to be worn in school.
  - f. Heavy Coats/Jackets Are Not to be Worn or Carried to Class
    - 1. Light jackets or sweatshirts are allowed.
  - g. Earrings and Other Jewelry
    - 1. No distracting jewelry or grills.
    - 2. No jewelry with spikes; no jewelry that could be considered a danger to others may be worn for safety reasons.
- 7. Students are expected to behave in a morally decent and non-offensive manner while at school or at any school-sponsored event. The following are prohibited:**
- a. Profanity - Using language, gestures, pictures, etc., which are offensive.
  - b. Obscenity - The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

- c. **Indecency in Behavior or Appearance** - Obscene, vulgar, indecent, or lewd acts of behavior deemed to be offensive and/or detrimental to the morals of other students. The act of offending against commonly recognized standards of health, safety, or proprietary (including, but not limited to necking, petting, fondling, and kissing) is prohibited.
  - d. **Sexual Conduct** - The performance of any consensual or non-consensual sexual activity. This definition could include sexually-oriented public displays of affection, such as embracing and kissing, sexting, as well as other sexual activities. Inappropriate sexual conduct on school grounds or during school-related activities, whether on or off school grounds, will not be permitted.
- 8. Students are expected to maintain proper control of their behavior in their association with other students and staff. Fighting and rough horseplay are forbidden.**
- a. **Fighting** - A physical confrontation between two or more students.
  - b. **Battery** - Physically touching another person either directly or with a weapon or dangerous object and causing bodily injury. This includes any physical attack or fight.
  - c. **Physical Attack** - The act of physically assaulting any person on or near school property including any activity under school sponsorship. This shall include rape or sexual assault.
- 9. Students are expected to show respect for other students by not engaging in any type of bullying or harassment. The following are prohibited:**
- Bullying, Cyberbullying, and harassment are very disruptive to the educational environment of the school and will not be tolerated. If a student feels like he/she is being bullied he/she should complete a Bullying/Harassment Complaint Form by seeing a counselor or administrator.
- a. **Bullying** – Mean, 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. Parents will be contacted and students who are bullying will be suspended and referred for counseling.
  - b. **Cyberbullying** - Cyberbullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.
  - c. **Harassment** - Engaging in, having a part in, or committing any act that intimidates, injures, degrades, or disgraces any other person.
  - d. **Threats to Staff or Students** - The act of verbally or by gesturally threatening the well-being, health, or safety of any person on school property or enroute to or from school. All threats will be taken seriously and the local police will be notified.
  - e. **Sexual Harassment** - Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature whose purpose or effect is to create an intimidating, hostile, or offensive educational environment.
  - f. **Hazing** - Unauthorized initiation practices.
- Students are to show respect for the property of fellow students and staff members. The following are prohibited:**
- a. **Theft or Attempted Theft or Conversion** - The act of taking or acquiring the property of others without their consent. This includes possession of stolen goods.
  - b. **Extortion** - Forcing or pressuring a person to give up money or anything valued by threats, intimidation, or force.
- 10. Students shall not disfigure or damage school property.**
- The custodians strive to keep the building clean and comfortable. Their work is difficult and tiring, and any thoughtfulness and courtesy you may be able to extend to them will add to the efficiency of the school in general. Those guilty of littering on school property may be subject to detention and/or cleaning the building or grounds. Serious vandalism and other illegal activities will not be tolerated at any time on school property and are punishable by law. The following are prohibited:
- a. **Littering** - Throwing paper or other trash inside the building, on school grounds, on surrounding properties, or on the bus.
  - b. **Throwing Objects** - The act of throwing paper wads, candy, coins, etc., anywhere on the school grounds.
  - c. **Property Damage** - Damage or destruction of any school property. School property includes books, supplies, equipment, the school building, etc.
  - d. **Arson** - Causing or attempting to cause damage to school property by starting a fire.
- 11. Students are to remain in authorized areas of the high school campus from the time that they arrive at school until they are dismissed unless they have proper permission to leave and have signed out properly.**
- a. **Unauthorized Area** - Certain areas of the school are off limits to students at certain times of the day. The designations of these areas are detailed in the general information section.
- 12. Students are expected to leave the school campus immediately at the end of the school day unless supervised by school personnel. The following are prohibited:**
- a. **Loitering** - The unauthorized presence in or around any school building, in specifically restricted areas of a school building, on school grounds, or on surrounding properties.
    - 1. Do not gather in the student parking lot, the teacher's parking lot, or the parking lot on the north side of the high school at night. Those who violate this policy will be subject to disciplinary action.

- b. **Trespassing** - The unauthorized presence of any student on any school property or unauthorized attendance of any student at any school activity.
    - 1. MCHS students are not to be on school grounds AFTER 4:00 p.m. during the school week and are not to be on school grounds on days when school is not in session, unless; they are attending a school activity such as an athletic practice or athletic contest, band, choir, drama practices or contests, taking a test like the SAT or ACT, or are directly under a teacher-supervised activity. For those who are attending school-sanctioned functions such as the ones previously mentioned that dismiss late, those students are to leave the school grounds immediately once the supervised activity is completed.
- 13. Students are not to compromise the security of the building in any manner.**  
 Students are strongly encouraged to inform the principal or a teacher if they have any information regarding threats by a student to harm another student or to bring a weapon to school. The following are prohibited:
- a. **Breaching Security** - Propping open or altering of a locked door to the school building to gain access to the building during or after school hours is prohibited.
  - b. **False Alarms** - Pulling an alarm to set off a false fire alarm.
  - c. **Bomb Threats** - The act of initiating an alarm or report warning of an impending bombing.
  - d. **Threats of Mass Violence** - The act of leaving messages about impending danger or threats to persons who will be in the building at a certain time that results in panic or an abnormal number of students absent.
- 14. Students who drive to school are expected to follow school driving policy and are to handle their vehicle in a mature and safe manner.**
- a. **Driving, Reckless or Irresponsible** - Parking in an obstructive or illegal manner or driving above 15 mph on school grounds is prohibited. All vehicles must be registered with the Office. Students are not allowed to park in the Teacher's Lot or any other lot other than the Student Parking Lot.
- 15. Students are expected to follow state laws and guidelines for conduct while riding the bus to and from school.**
- a. 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 students who refuse to conduct themselves in an acceptable manner on the bus. A notification to parents/guardians in the form of a School Bus Discipline Report should be addressed 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.*
    - 1. **Bus Misconduct** - Disobeying rules for riders established by the Board of School Trustees or the driver.
- 16. Students should follow MCHS rules regarding electronic devices including personal communication devices.**
- a. All electronic devices not issued by MCHS may only be used at the following times: a) prior to the start of school, b) during one's lunch period while in the cafeteria, c) during passing period, d) at the conclusion of the school day once the final bell has rung.
  - b. Students are not to have cell phones out during class unless approved by teacher for education purposes
  - c. Students are not to have earbuds/headphones in during class unless approved by teacher for education purposes
- 17. Students are not to bring items which could disrupt the educational process or create a safety concern. These items are prohibited and will be confiscated.**
- a. Examples include, but are not limited to, skateboards, skates, roller blades, and fireworks.
  - b. **Explosives and Fireworks** - Possessing, using, selling, or giving away any explosives/fireworks or other such devices is prohibited.
- 18. Students are not to possess and/or use tobacco, alcoholic beverages, drugs, or items associated with the use of these items on school property or at any school-sponsored event. The following are prohibited:**
- a. **Tobacco Products** - Using and/or possessing tobacco, tobacco products, electronic cigarettes, and or lighters or matches on school property or at school-sponsored events off school grounds is subject to suspension or expulsion.  
**Smoking is defined as:**
    - 1. Having in possession a lit or unlit cigarette or tobacco item.
    - 2. Disposing of, destroying, or voiding any lit or unlit cigarette or tobacco item onto the floor, into a container, commode, or other receptacle.
    - 3. Congregating with students who are in possession of tobacco products on school property.
  - b. **Drugs (Unlawful or Related Offense)** -
    - 1. Under the Influence: Any student who is under the influence of any alcoholic beverage, marijuana, any controlled substance other than as prescribed by a physician, or any other intoxicating substance shall be subject to disciplinary action. Any student who has used or consumed any amount of a controlled substance, marijuana, drugs, or intoxicants including alcohol, within the past 24 hours will be considered to be "under the influence".



2. Possession: Any student who has possession or control of any alcoholic beverage, marijuana, or any controlled substance other than as prescribed by a physician for that individual, any “look-alike” intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. A substance or item need not be in a student’s immediate presence to be in his/her possession or control.
  3. Delivery: Any student who delivers, receives delivery of, or attempts to deliver or receive delivery of any alcoholic beverage, marijuana, any controlled substance, any other intoxicating substance, or any drug paraphernalia shall be subject to disciplinary action. Delivery means a transfer of possession or control to another person whether or not the substance or item is in the person’s immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale, or other transfer with or without payment or other consideration.
  4. Look-A-Likes: A “look-a-like substance” is a substance that by dosage unit appearance including color, shape, size, container and/or packaging, markings or by representation made, would lead a reasonable person to believe that the substance is an alcoholic beverage, marijuana, or a controlled substance.
  5. Paraphernalia: “Drug Paraphernalia” means all equipment, products, and materials of any kind that are peculiar to, marketed for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body, marijuana or any controlled substance other than as prescribed by a physician (Please note: This includes E-Cigarettes, Vapor Pens, e-Cig Pods/cartridges etc.).
  - c. Sale or Distribution - The unapproved selling, distribution or attempt to sell or distribute any object or substance on school property or at any school-sponsored activity.
19. **Students are not to bring any objects to school that could reasonably be considered a weapon.**
- a. Weapons Possession - The act of possessing or threatening to use any weapon. A weapon is any object such as a knife, gun (including replica “look alike” guns), or anything that may be used to cause bodily harm. Knives, or other items deemed inappropriate by school officials, may be declared contraband and confiscated.
  - b. Weapons Use - The act of using a weapon such as a knife or gun or any other object that has the capability of inflicting severe bodily harm.
20. **Gambling on School grounds is strictly prohibited.**
- a. Gambling - Violating the law that prohibits playing games of chance for money or other consideration.
21. **Students are expected to follow the policy for distributing non-school printed material which is on file in the office.**
- a. Distribution of Unauthorized Printed Material - The act of distributing unauthorized materials on school property.
  - b. Petitions (Unauthorized) - Presenting or distributing petitions which contain obscenities, libelous statements, or those which are not within the bounds of reasonable conduct.
22. **Students will not be allowed to gather or participate in demonstrations which disrupt the educational process. The following are prohibited:**
- a. Gatherings (Unauthorized) - Participating in or associating with group activities that disrupt the educational process.
  - b. Protest (Unauthorized) - A demonstration that results in the disruption of the usual educational process.
  - c. Inciting Others to Violence or Disobedience - By words, acts, or deeds giving encouragement to demonstration and protests that disrupt the normal educational process of the school. This would include the wearing or displaying of insignia denoting gang membership and/or any other gang activities within the school.
23. **The presence of or student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia, is strictly prohibited.**
- a. Gang-Related Activity - As used herein, the phrase “gang-related activity” shall mean any conduct engaged in by a student 1) on behalf of any gang, 2) to perpetuate the existence of any gang, or 3) to affect the common purpose and design of any gang, including (without limitation to) recruiting students for membership in any gang, threatening or intimidating other students or employees to commit acts of omissions against their will in furtherance of the common purpose and design of any gang.
24. **Acting in a manner that brings embarrassment or shame to yourself and/or our school, or that negatively impacts the reputation of yourself or your school.** Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

**Consequences Resulting from Misconduct**

Students are expected to maintain good order not only during school hours but also in coming to and going home from school. Each student is expected to practice self-governance and try to do what is right.

A student’s misbehavior may result in one or more of the following actions being taken at school.

Common Consequences	Additional or Alternative Consequences
<ul style="list-style-type: none"> <li>● Conference with Student and/or Parents/Guardians</li> <li>● Verbal Reprimand</li> <li>● Lunch Detentions</li> </ul>	<ul style="list-style-type: none"> <li>● Check in and Connect</li> <li>● Behavior Contract</li> <li>● Restorative Practice</li> <li>● School Probation</li> </ul>

<ul style="list-style-type: none"> <li>● Community Service</li> <li>● Removal from Class</li> <li>● After School Detention (ASD)</li> <li>● Saturday School</li> <li>● In-School Suspension (ISS)</li> <li>● Suspension (OSS)</li> <li>● Expulsion</li> <li>● Conference with School Resource Officer</li> </ul>	<ul style="list-style-type: none"> <li>● Delay and/or Suspend Driver's License</li> <li>● Work Permit Revoked</li> <li>● Referral to Special School Personnel</li> <li>● Submission of Juvenile Complaint</li> <li>● Contacting the Madison Police Department</li> <li>● Conflict Resolution</li> <li>● Assigned School Programming</li> </ul>
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**Personal Communication Devices (PCDs)**

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 only be used in class when permission is granted by teacher. If a student is in violation, teacher will have student place their device into clear bin for remainder of the period and it will be given back at the end of the period. If student refuses to put their device in bin they will be written up for defiance.

1 <sup>st</sup> Offense	Lunch Detention
2 <sup>nd</sup> Offense	1 Day ISS
3 <sup>rd</sup> Offense	2 days OSS
4 <sup>th</sup> Offense	3-5 days OSS

**Removal from Class**

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

For any offense requiring a removal of more than one (1) day, the parent/guardian will be contacted by the classroom teacher to discuss the situation and to determine if a conference is necessary.

When a teacher removes a student from class, he/she will send the student to the In-School Suspension Room (ISS) along with an assignment to complete. Incidents where a student is sent to ISS for the period will be cumulative and will result in additional consequences when certain levels are reached.

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

**After School Detentions / Before School Detention**

In those instances where an After School Detention (ASD) is deemed appropriate, the administration will assign the ASD. ASD's will be held on the set-upon day from 3:20 p.m. - 4:20 p.m. Before School Detention will be held on the set-upon morning from 7:30-7:55. Students must bring school work to complete during the detention and are expected to work in a quiet and orderly manner. Sleeping, misbehavior, or tardiness will not be tolerated. Students not meeting these guidelines will be asked to leave and will be assigned an additional session of detention. The student will be assigned the next available session of detention provided there is at least one (1) days' notice. Detentions will only be rescheduled by parental request and should be for urgent situations. Work and athletic participation are not considered urgent situations. Failure to serve a detention will result in an In-School Suspension being assigned. Additional failure to serve may result in an Out-of-School suspension.

**In-School Suspension (ISS)**

When the situation warrants it, a student may serve a suspension in In-School Suspension (ISS). The advantage is that the student will be in the building and be able to complete assignments while in ISS. ISS may also be used as a resource room or a location for student to take tests when needed. Students will be expected to follow the rules of ISS without disruptions. They are:

- Students are required to have and complete class assignments
- Students are not to communicate with each other unless given special permission to do so
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise
- Students shall not be allowed to put their heads down or sleep
- All electronic equipment, except those issued by the school, must be turned into staff
- No food or beverages may be consumed in the ISS room
- Students shall not be permitted to use the telephone or go to their lockers

If a student cannot abide by the rules of ISS, the student will be sent home for the remainder of the day and the ISS will either be rescheduled or the student will be suspended to OSS.

Students will be allowed to attend ISS on only a small number of different occasions during each semester. Students whose behavior warrants trips to ISS habitually will be assigned Out-of-School Suspension.

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

**Suspension** means disciplinary action where a student is denied the right of school attendance for a period not longer than ten (10) days.

**Expulsion** means disciplinary action whereby a student is denied the right of school attendance for a period in excess of ten (10) days or for the balance of the then current semester or current year, unless permitted to complete required examination in order to receive credit.

#### **Student Due Process:**

##### **Suspension Procedures**

When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of the evidence against the student will be presented; and
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following suspension, the parents or guardians of the suspended student(s) will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and state the action taken by the principal.

##### **Expulsion Procedures**

When a principal or his/her designee recommends to the Superintendent or his/her designee that a student be expelled from school, the following procedures will be followed:

1. The Superintendent or his/her designee may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are asked to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or a student's parent/guardian to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal or his/her designee will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian. The student or parent/guardian has the right to appeal the decision of the person conducting the meeting to the School Board within ten (10) days of the receipt of notice of the action taken. The student's or parent's/guardian's appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting, the arguments of the school administration, and the student to make a decision.

##### **Grounds for Suspension or Expulsion:**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school.

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following are typical examples of student misconduct or substantial disobedience:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrances or exits of any school building, corridor, or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
  3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
  4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
  7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
  9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
  10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
  11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
    - a. A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent/guardian has filed a written authorization with the building principal. The written authorization must be filed annually. Possessing prescribed medication without the proper authorization on file will result in suspension or expulsion.
  12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, and/or of violating a school rule, and/or a state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with another person to violate these student conduct rules and/or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Engaging in pranks that could result in harm to another person.
  24. Use or possession of gunpowder, ammunition, or an inflammable substance.
  25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - a. Engaging in sexual behavior on school property
    - b. Engaging in sexual harassment of a student or staff member
    - c. Disobedience of administrative authority
    - d. Willful absence or tardiness of students
    - e. Engaging in speech or conduct, including clothing, jewelry, or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes
    - f. Violation of the school corporation's acceptable use of technology policy or rules
    - g. Violation of the school corporation's administration of medication policy or rules

- h. Possessing or using a laser pointer or similar device
- 26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
- 27. Any student conduct rule the principal establishes and gives publication of to all students and parents in the principal's building.
- 28. No student shall possess, handle, or transmit any firearm on school property.
  - a. The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - i. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - ii. The frame or receiver of any weapon described above.
    - iii. Any firearm muffler or firearm silencer.
    - iv. Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
    - v. Any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
    - vi. Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
    - vii. Class C common fireworks
  - b. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The Superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
  - c. The Superintendent shall notify the County Prosecuting Attorney's Office when a student is expelled under this rule.

**The grounds for suspension or expulsion listed above apply when a student is**

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

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect a person(s) on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**Individual Student Behavioral Plan**

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

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

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

**Driver License Law for Students**

**Suspension, expulsion, or withdrawn students**

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

1. Is a habitual truant (see Habitual Truancy on page 21)
2. Is under at least a second suspension from school for the school year
3. Is under an expulsion from school

**Invalidation of Licenses**

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

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

#### **Revalidation of Licences**

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

1. Establishes to the satisfaction of the principal or his/her designee of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
  - a. Enrolled in a full-time or part-time program of education; and
  - b. Participated for thirty (30) or more days in the program of education
2. Submits to the License Bureau their form that contains:
  - a. The verified signature of the principal or the president of the governing body of the school described in subdivision (1); and
  - b. Notification to the License Bureau that the person has complied with subdivision (1)

#### **Search and Seizure**

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

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

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.

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

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

#### **Grievance Procedures**

##### **Informal:**

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

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

##### **Formal:**

1. Any student and/or parent/guardian acting on behalf of his/her child who has been aggrieved by an action or failure to take action on the part of the school personnel which is or was in violation of the provisions set forth in this statement of Student Rights, Responsibilities and Procedures (hereinafter referred to as the "statement") may within ten (10) working days of the events giving rise to the grievance, complain in writing to the principal or his/her designee. Such complaint should set forth briefly but specifically the facts complained of and point out the language in the statement that is alleged to be controlling. The principal or his/her designee shall reply in writing within five (5) working days, suggest a hearing date, and/or give his/her decision on the complaint which shall contain a summary of facts on which the decision was made.

2. If the complainant remains dissatisfied, he/she may submit a written request for a hearing to the Superintendent of Schools or his/her designee. The decision shall be in writing and transmitted to the grievant within ten (10) working days after receipt of the written request for a hearing.
3. The complainant may appeal the decision of the Superintendent to the Board of School Trustees within five (5) working days of receipt of the Superintendent's decision by giving the Superintendent written notice of his/her desire to appeal. The Board of School Trustees will evaluate each written request to determine whether or not a hearing is warranted. The decision shall be in writing to the complainant.

**Interpretation:**

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

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

**Conduct Violation Guidelines Consequences:**

The following list of violations and consequences is provided to aid in the communication of our expectations and obligations to the student body to insure a proper school atmosphere. Each student who is subject to disciplinary action by the school administration will be dealt with according to this list. However, the unique circumstances of each individual's case will be considered before a decision regarding appropriate consequences will be made. The merits of each case require flexibility; however, this list is provided to demonstrate a conscious attempt to deal consistently and fairly with each individual. Misbehaviors not listed here will be handled with this stated intent in mind.

All student violations are considered in addition to the student's past history. For example, if a student has multiple violations in several discipline categories, the discipline consequence may be more severe. The administrator has the right to increase the consequence at any time depending on the the specific incident's level of severity.

The most common infractions of school rules are listed below. This list is not all-inclusive.

Violation	Level 1 Severity	Level 2 Severity	Level 3 Severity
Verbal abuse Threatening Action towards a Faculty Member	3 days OSS	5 days OSS	10 days OSS Pending Expulsion
Physical Confrontation w/ Faculty Member	10 days OSS Pending Expulsion		
Insubordination/Defiant Disrespectful Behavior	ASD or ISS	1 - 3 days ISS	3 - 5 days OSS
Fighting	3 days OSS	5 days OSS	10 days OSS Pending Expulsion
Foul/Obscene Language	Warning – ASD/ISS	1 - 3 days ISS If directed towards other	3 days OSS
Disruptive Behavior/ Unacc Class Behavior	Warning - Parent Contact	ISS for remainder of period	ASD-ISS
Theft	3 days OSS Restitution	5 days OSS Restitution	10 days OSS/ Restitution Pending Expulsion
Vandalism/ Destruction of Property	1 - 3 days ISS Restitution	3 - 5 days OSS Restitution	10 days OSS Pending Expulsion
Tobacco	Community Service Assigned School Program SRO Written Warning	Community Service Assigned School Program 3 Days ISS SRO Ticket	Community Service Assigned School Program OSS SRO Ticket
Bullying/ Harassment	ASD's 1 - 2 days ISS Referral to counselor	2 - 3 days ISS	3 - 5 days OSS

Hats / Cell Phones / Electronics	Confiscate till end of the day + ASD	Confiscate + parents pickup the item	Confiscate & hold for 30 days
Failure to serve a detention	1-2 days ISS	3 days ISS	3 days OSS
Public Displays of Affection	Warning	ASD	ASD - ISS
Dress Code	Comply and return to class/If can't comply ISS	Comply and return to class + 1 ASD	Comply and return to class + ISS
Hats / Cell Phones / Electronics	Confiscate till end of the day + ASD	Confiscate + parents pickup the item + 1 day ISS	Confiscate & held for 30 days + 3 days OSS
Parking Violations/ Driving Violation	Warning - Pull Tag - Notify SRO	ASD - Notify SRO Pull tag for the semester	1 - 3 days ISS - Notify SRO Revoke driving privileges
Loitering in Parking Lot	Warning Pull tag for a week	ASD Pull tag for the semester	1 - 3 days ISS Revoke driving privileges
Tardy/Truancy	See Page 19-22		



## CHAPTER 5 - MISCELLANEOUS INFORMATION

### **Dances**

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

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

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

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

### **Prom**

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

A guest at the prom must (1) be enrolled in a regular high school program as a junior or senior in another school, have graduated from high school, or obtained a G.E.D. (documentation required); (2) agree to be interviewed by the administration; and, (3) be under the age of twenty-one (21). Home-schooled students will only be allowed to attend a dance as a guest if the MCHS student's parents/guardians are willing to chaperone the dance. Picture I.D. of the student and approved guest will be required at the entrance to the dance.

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

### **Co/Extracurricular Activities**

MCHS offers many opportunities for students to get involved by offering several clubs and organizations. Many of the clubs meet as classes or during activity periods. Listed below are some of the different possibilities, but not limited to, for students to get involved:

<b><i>Madison Consolidated High School</i></b>	
<b><i>Sponsors</i></b>	
<b><u>Activities</u></b>	<b><u>Current 2018-19 Sponsor</u></b>
Anchor Club	Denise Gillette
Archery Club	Deek Knotts
Bowling Club	Michael Heitz
Cub Mentor	
Digital Ambassadors	
JAG Career Association	Whitney Mathews
FFA	Amanda Briggs

French Club	Michael Heitz
Freshman Club Sponsor	Matthew Flessner
German Club	Natalie Simmons
HOSA Club	
Junior Class Sponsor	Aaron Kelsey/Sarah Bowyer/Megan Mitchell
National Honor Society	Krista Lee
Pep Club	Krista Lee/Phil Whelan/Kelsey Eisert/Jessica Morrison
School Newspaper	Jake Shockley
Senior Class Sponsor	Carrie Dickerson
Sophomore Class Sponsor	
Spanish Club	Angela Elswick
Advisory Board (Student Council)	Tim Whitaker
Team Lead	Krista Lee/Jennifer Hensler/Janelle Smith/Shareen Roberts
Yearbook	Jake Shockley
Color Guard Director	
Concert Band Director	
Marching Band Assistant Director	
Marching Band Director	
Pep Band Director	
Percussion Director	
Choir Director	Teresa Grayson
Show Choir Director	Teresa Grayson
Academic Competition Director	Lee Strassell/Bryan DeWitt
Academic English Coach	Christina Goodpaster
Academic Fine Arts Coach	Amy Vaughn
Academic Math Coach	Lee Strassell
Academic Science Coach	Jessica Flessner

Academic Social Studies Coach	Denise Gillette
Science Olympiad	Matt Flessner
Science Olympiad	Derek Herrick
Spell Bowl	Racheal Truitt
Super Bowl Fine Arts	Amy Vaughn
Super Bowl English	Christina Goodpaster
Super Bowl Math	Lee Strassell
Super Bowl Science	Bryan Dewitt
Super Bowl Social Studies	Denise Gillette
Art Academy Director	Aaron Kelsey
Class Production Director	Aaron Kelsey
Musical Accompanist	Chricket King
School Drama Director	Aaron Kelsey
School Musical	Aaron Kelsey
School Musical Assistant	Teresa Grayson
PL - Fine Arts	Aaron Kelsey
PL - Language Arts	Kande McKay
PL - Math	Lee Strassell
PL - Practical Arts	Amanda Briggs
PL - Science	
PL - Counselor	Carrie Dickerson
PL - Special Education	Deann Klinedinst
PL - Social Studies	Doug Rusk
School Improvement Chair	Kande McKay
Special Olympics	Sarah Bowyer/Megan Mitchell
Robotics	
Safe Haven Club	Natalie Simmons
FCA	Tim Whitaker

Thespian Club	Aaron Kelsey
Bowling Team	Michael Heitz
Chess Club	Matt Flessner
Ultimate Frisbee Club	Matt Flessner
<b><u>Athletic ECA</u></b>	
9th Football Coach	Derrick Ball
Boys - Varsity Tennis	
Boys - Varsity Cross Country	Randy Allen
Girls - Varsity Cross Country	Josh Wilber
Boys - Varsity Soccer Coach	
Girls - Varsity Golf Coach	Jake Shockley
Girls - Varsity Soccer Coach	Janet Hertz
Girls - JV Volleyball	Dennis Kilgore
Girls - JV Volleyball	Amanda Thompson
Girls - Varsity Volleyball	Camille Crim
Boys - JV Football	Mickey Geer/Mark Warner
Boys - Varsity Assistant FB	James Lee/OPEN
Boys - Varsity Assistant FB	Scott Holcroft
Boys - Varsity FB	Patric Morrison
Boys - 9th Baseball	James Boyd/Joe Jenner
Girls - Varsity Tennis	Nathan Scroggins
Boys - Assistant Track	James Hall
Boys - Varsity Golf	
Boys - Varsity Track	Scott Holcroft
Girls - Assistant Track	Rachael Truitt/Randy Allen
Girls - Varsity Track	Josh Wilber
Boys/Girls - Pole Vault	Ryan Lamb/Ebony Inskeep

Girls - JV Softball	Mike Henthorn/Mike Peak
Boys - JV Baseball	Ryan Mahoney/Drew Frazier
Boys - Varsity Assistant Baseball	Tim Whitaker
Boys - Varsity Baseball	Tim Armstrong
Girls - Varsity Softball	Tony Ralston
Boys - Varsity Basketball	Mark McFarland
Boys - 9th Basketball	Matt Bagienski
Boys - JV Basketball	
Boys - Varsity Assistant Basketball	Phil Whelan
Girls - 9th Basketball	Ebony Inskeep
Girls - JV Basketball	Sonja Bowyer
Girls - Varsity Assistant Basketball	Hugh Garner
Girls - Varsity Basketball	Sam Terrell
Boys - Varsity Assistant Wrestling	
Boys/Girls - Diving	John Ray
Boys/Girls - Swimming	Ashley Schutte
Boys - Varsity Wrestling	Tyson Skinner
Assistant AD - Fall	Mark McFarland
Assistant AD - Spring	Adam Jones
Assistant AD - Winter	Patric Morrison
Varsity Cheerleading	Pam Smith

**Homework**

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.

**Cub Pride Class**

Students will report to their Cub Pride class after the completion of 3rd period. Cub time will focus on individual student growth through, but not limited to the following activities: Academic Advisement, Test Remediation, Test Preparation, College and Career Readiness, Sustained Silent Reading, Visits from the Counselors, PRIDE Initiatives, Student Conferences, Tier II intervention meetings, and Activities/Club meetings.

**Interscholastic Athletic Program**

MCHS is a member of the Hoosier Hills Conference and competes against conference and non-conference teams and in State Tournaments in the following sports:

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

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

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

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

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

### **ACTIVITY CONFLICTS**

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

The "performance," i.e., the athletic game or meet, theatrical performance, concert or contest in music, has priority over practice or extra rehearsal. In the event a practice, extra rehearsal, or even final dress rehearsal is scheduled at the same time an athletic game or meet occurs in which the student is participating, the game or meet has priority and the music member is excused without penalty. Conversely, in the event the theatrical or music "performance" conflicts with an athletic practice, the "performance" takes priority and non-participation will not result in a penalty.

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

In the event a theatrical or music performance conflicts with a game, scheduled at the same time, the student is permitted a choice without penalty. If this causes a problem, the high school principal will act as arbitrator.

### **TRANSPORTATION**

It is expected that all participants ride on the bus to and from the site of the game/meet/event.

Appropriate behavior and citizenship is expected of all students who ride buses.

The sponsor/director/coach is responsible for exercising control and maintaining proper supervision of their students on the bus.

All students must remain under the supervision of the sponsor/director/coach on all trips from the time of departure until the return to Madison.

Exception: A student may return home with his/her parent(s) upon the parent's notification, in writing or in person, to the sponsor/director/coach. This request may be denied by the sponsor/director/coach.

No student may ride home with another student's parent unless a written permission note from his/her parents is given to the sponsor/director/coach prior to departure.

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

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

### **MCHS Drug Testing Policy**

MCHS follows the adopted school board policy 11.18 in its drug testing program. The scope of students to be tested at MCHS are all students grades 9 - 12 who wish to participate in any extracurricular activities at the high school. It also includes any student who wishes to drive to school, from school, and during school.

## CO/EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM

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

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

### **Introduction**

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

### **Reasonable Concern**

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

### **Purpose**

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

### **Scope**

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

### **Legal Obligation**

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

### **Drug Education**

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

### **Consent Form**

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

### **Testing Procedure**

1. The selection of participants will be supervised by the principal/administrative designee, and will use the random selection process furnished by the certified laboratory hired by the corporation to do the testing. Selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing.
2. If the participating student shows signs of reasonable suspicion, the principal/administrative designee may call the student’s parent/guardian and ask that the student be tested. Factors will include, but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student. Parent/guardian-requested tests will be paid for by the requesting parent/guardian.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon selection for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a “follow-up” test, a student will be required to provide a sample of “fresh” urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If the student is still unable to produce a specimen within two hours, the student will be taken to the principal’s office and told he/she is no longer eligible for any extracurricular activities. In addition, the parent/guardian will be telephoned and informed that the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection of the specimen, the student will become ineligible for all of the “extracurricular activities” for the remainder of the school year. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana.) Also, “performance enhancing” drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. 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 direction to those who supervise the testing program, setup the collection environment, guarantee specimens, and supervise the chain-of-custody. To maintain anonymity, the student’s number, not name, will be used.
2. The principal/administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collection to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time.)
3. Before the student’s urine sample is tested by the laboratory, the student will agree to fill out, sign, and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. The certified laboratory will conduct the urine collection. MCS students are responsible to comply with all certified laboratory procedures. The certified laboratory is responsible to maintain student privacy and collected sample validity.
5. The testing laboratory will report the results to the principal/administrative designee.
6. In order to maintain confidentiality, the container with the urine specimen to be tested will not have the name of the student on the container. Instead, the student’s random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed to the principal/administrative designee with no name attached; only the student’s random identification number will appear on the results sheet.



**Test Results**

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from 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.
3. 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.
4. 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 assistance agencies that the family may want to contact for help. The student will follow the athletic handbook consequences. Students who drive will lose their driving privileges until follow up test. A “follow-up” test will be requested by the principal/administrative designee after 30 days of positive test. For student’s who drive, *If* this “follow-up” test is negative, the student will be allowed to resume driving privileges. If a second “positive” result is obtained from the “follow-up” test, or any later test of that participant, athletes will follow the athletic handbook procedures and students who drive will follow the same previous procedure. In addition, Madison Consolidated Schools reserves the right to continue testing any participating student who tested “positive” and did not make satisfactory explanation at any time during the remaining school year.
5. Information on a verified “positive” result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students tested.
6. Drug testing results sheets will be returned to the principal/administrative designee identifying students by number and not by name. Names of students will not be kept in open files or on any computer. Results sheets will be locked and secured in a location that only the principal/administrative designee has access to.

**Financial Responsibility**

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

**Confidentiality**

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

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

## **Introduction**

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of educational value in the context of the school setting. The Madison Consolidated Schools' (MCS) network is connected to the Internet. While MCS implements 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.

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## **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.

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## 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.
- 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.

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- 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.

## **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.

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- 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.

## **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.

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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.

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## **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.

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## 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.

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