Madison Consolidated

Elementary Schools

Student (Parent) Handbook

Revised April 2026

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

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

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

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

Director of Curriculum, Instruction, and Assessment, 2421 Wilson Ave., Madison, IN 47250,
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Transportation Department, 2421 Wilson Avenue, Madison, IN 47250
Jill Deputy, Transportation Coordinator, 812-274-8111

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

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

Anderson Elementary, 2325 Cherry St., Madison, IN 47250
Adam Jones, Principal, 812-273-8190
Cherese Manns, Assistant Principal, 812-274-8528

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

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies are incorporated by reference into the provisions of this Handbook. The Policies are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was adopted in June 2022. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the Corporation's website: madison.k12.in.us by clicking on the “Board Policy: tab found under the "Board" Tab and finding the specific policy in the Table of Contents for that section.

This Student Handbook was developed to answer many of the commonly asked questions that families may have during the school year and to provide specific information about certain Board policies and guidelines. Please take time to become familiar with the following important information contained in this Handbook and keep the Handbook available for frequent reference. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to the principal, who you will find listed in the Staff Directory section of the handbook. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 2025. If any of the policies referenced herein are revised after June 2025, the language in the most current policy prevails. Board policies can be found at MCS Homepage

Shared Beliefs / Philosophy

A safe environment is essential for learning.
Everyone can and will learn.
Nurturing relationships and caring environments are necessary for individuals to thrive.
Every person is unique and has equal worth.
Diversity is a valuable asset that strengthens and enriches our community.
Education is the shared responsibility of students, families, teachers, staff and community.

MISSION OF THE SCHOOL (Policy 2105)

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

EQUAL EDUCATION OPPORTUNITY (Policy 2260)

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

Any person who believes that the Corporation, a school, or any staff person has discriminated against a student on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information, has the right to file a complaint. A formal complaint may be made in writing to the School Corporation's Compliance Officer listed below:

Human Resources or
Assistant Director of Special Programs
812-274-8001

The complaint form can be located on the school website, www.madison.k12.in.us under Family Info "Parent Complaint Form" on the MCS Homepage.
http://www.madison.k12.in.us/docman-tree-view/family-information/384-parent-complaint-form-1/file

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

SCHOOL DAY

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

SECTION I - GENERAL INFORMATION

REGISTRATION INFORMATION FOR RETURNING STUDENTS

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

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

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

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

Birth certificate or similar document,

1. Court papers allocating parental rights and responsibilities, or custody (if appropriate),
2. Proof of immunizations.
3. Proof of Residency (valid within the last 60 days Ex: utility bill, bank statement, paycheck etc)

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of Director of Assistant Director of Special Programs, Corporation Liaison for Homeless Children with regard to enrollment procedures. (lslygh@madison.k12.in.us; (812-274-8001)

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

TRANSFER OF STUDENTS WITHOUT LEGAL SETTLEMENT (Policy 5111)

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

SCHEDULING AND ASSIGNMENT (Policy 5120)

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

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

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

TRANSFER OUT OF THE CORPORATION (Policy 5131)

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

ATTENDANCE POLICIES AND PROCEDURES (Policy 5200)

The Board of School Trustees believes that attendance in school is important to the total learning experience for each student. There are times when attendance in school is not possible, and although valuable educational experiences may be lost, students may be absent under these special conditions. Even though the Board recognizes and accepts these special conditions, it is also aware that accumulated absences from school will hinder the educational process no matter what conditions caused the absences and excessive absenteeism may result in the reduction of a student's grade in a particular class or classes because of the difficulty in making up required work. Every effort will be made to work with parents/guardians and students. We strongly encourage parents/guardians to keep schools informed of the reasons for absences. A full-day absence is defined as the accumulation of two (2) half days, consecutive or nonconsecutive.

1. Parent Excused Policy
    a. Parents may excuse a student from school up to five (5) times per semester
        i. Notification will be sent on the fifth parent excuse
        ii. Any absences after the fifth parent excused will require medical documentation or will otherwise be unexcused.
    b. Exemptions for this are as follows
        i. Funerals
        ii. serving as a page or honoree of the General Assembly (IC 20-33-2-14);

iii. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
iv. when subpoenaed to testify in court (IC 20-33-2-16);
v. the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

2. Unexcused Absences - Administrative Procedure
   a. 5 Unexcused Full-Day Absences
      i. Letter mailed home
      ii. Probation Department Contacted
      Schedule an attendance conference with the parent within 5 school days of the 5th unexcused absence
      iii. An attendance contract is implemented
   b. 10 Unexcused Full-Day Absences
      i. Letter mailed home
      ii. Personal communication by a school counselor, assistant principal, or principal
      iii. Probation Department contacted
   c. 15 Unexcused Full-Day Absences
      i. Letter mailed home
      ii. Probation Department contacted
      iii. DCS Referral made

Tardy/Absence

7:41 - 9:15 Tardy
9:16 - 11:15 AM - Arrive in this Window = ½ Day Absent
11:16 -1:15 PM - Leave without returning in the Window = ½ Day Absent
1:16 - 2:39 Tardy

a. Exceptions to this are medical reasons or doctor's notes.

Attendance Procedure

A student is allowed five (5) Parent/Guardian Excused (E-PE) absences each semester. An unexcused absence will be assigned instead after the fifth E-PE.
In the case of medically excused absences, a parent/guardian must call the school to report the absence. This will be marked and counted as a Parent Excused (E-PE) absence. Once medical documentation has been received by the school, the absence will be changed to a Medically Excused (E-MD) in Skyward. The Parent Excused will not be counted as one of the five allowed each semester.
Once a student accumulates five (5), ten (10), or fifteen (15) unexcused absences, the Probation Department will be notified. Submission of medical documentation after we have reported to Probation will not change the unexcused absence on record, nor will it eliminate the Probation Department's involvement.

Virtual Day Attendance

Must attend ⅔ of Virtual Meet with camera on per class to count as present.
Students without the internet have five (5) school days to make up work to excuse their absence.

Pre-Arranged Absences

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

1. The parent/guardian is to contact the principal or counselor to explain the reason for the request and to request that the day(s) of absence be excused. This may be done in writing, on the phone, or in person.
2. A Pre-Arranged Absence Form will be prepared for the student. The student should then pick up the Pre-Arranged Absence Form from the office and have each of his/her teachers sign it. This gives the teacher notice of the absence and allows for work to be done ahead of time if necessary.
3. The Pre-Arranged Absence Form should be returned to the office at least two (2) days before the absence.
4. The most frequent reasons for pre-arranged absences are for scheduled medical procedures, family vacations, and religious observances. The day(s) missed will count toward the maximum number of Parent Excused, until documentation is provided to the school.

Make-Up Work

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

Absences and Extra-Curricular Participation/Off-Campus Education

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

Vacations During the School Year

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

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.

STUDENT HEALTH

School Counseling and Mental Health

In Indiana, K-12 schools are required to teach the Indiana Academic Standards and the Indiana Employability Skills Standards. Neither set of standards include Critical Race Theory. Critical Race Theory is not designed for elementary, middle, or high school students. Additionally, the State of Indiana will not support, condone, or fund anything that alienates, discriminates, or negatively divides students based on race or background.

At Madison Consolidated Schools, we are committed to providing a supportive and enriching environment for all students to thrive academically, socially, and emotionally. As part of this commitment, we offer programs designed to promote essential life skills such as self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. These programs aim to equip students with the tools they need to navigate various challenges they may encounter both in and outside of the classroom. Through engaging activities, discussions, and resources, our Social Emotional Learning (SEL) programs foster a positive school climate where every student feels valued, respected, and empowered to reach their full potential. We recognize the importance of collaboration between home and school in supporting the holistic development of our students, and welcome ongoing dialogue with parents and guardians about our SEL initiatives.

While not core curriculum (math, language arts, science, and social studies), the state employability standards on which we are basing our SEL lessons are mandated curricular content through state legislation. District administrators are aware of parent concerns regarding SEL, and for this reason, recognize the choice of some families to pick up their child during the SEL rotation.

Student Accidents (Policy 5340)

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

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

IMMUNIZATIONS (Policy 5320)

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

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

USE OF MEDICATIONS (Policy 5330, 5341)

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

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

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

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

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

The physician's statement must include the following information:

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

A diabetes, seizure, severe allergies or asthma management and treatment plan shall be prepared and implemented for a student with any of these conditions for use during school hours or at a school related event or activity. The plan shall be developed by the licensed health care practitioner responsible for the student's treatment and the student's parent/legal guardian. The school or school board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

NON-PRESCRIBED (OVER THE COUNTER) MEDICATIONS

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (Policy 8450)

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease.
Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.
Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

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

The corporation has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the staff or student's health will be reviewed by a panel of resource people, including the county health department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.
Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.
As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION (Policy 2260.01)

PERSON WITH A DISABILITY

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

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

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

FREE AND APPROPRIATE PUBLIC EDUCATION

Students are entitled to a free appropriate public education in the "least restrictive environment." The School provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).
A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the principal of the school or the Office of Special Services.

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

SERVICE ANIMAL (Policy 8390)

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

HOMELESS STUDENTS (Policy 5111.01)

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

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy 8330)

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

Directory information includes:

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

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the board to disclose "directory information" upon written notification to the board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the board's annual Family Educational Rights and Privacy Act (FERPA) notice or review Policy 8330 - Student Records.

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

Parents have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or

adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. The administration may disclose personally identifiable information from education records without prior parental consent to officials of state and federal government, educational institutions and agencies, and under specific circumstances authorized by board policy and federal law.

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

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

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

The parent may access the following:

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

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

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

MEAL SERVICE (Policy 8500, 8531)

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

To view menus and meal prices go to
http://district.schoolnutritionandfitness.com/madisonschools

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

ONLINE PAYMENTS FOR LUNCH ACCOUNTS

Click on “Online Payments" found under the About Tab after clicking on Food Services and Pre-Payment Options on the MCS website. Create an account. You will be directed to e-Funds for School. This is a 3rd party application that is secured and integrated with our Family Access program. School personnel do not have access to your personal banking information. Payments made online could take up to 24 hours to be reflected in Family Access, but you will receive immediate notification of all pending payments from eFunds:
https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55549
You may still send money to school for lunch account deposits and fee payments, but this optional feature has been requested by many parents and we hope you find it helpful.

Unpaid Meal Charges

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

Procedures for Student Lunch/Meal Accounts

The Madison Consolidated Schools Food Service Department plays an essential role in the lives of our students by providing a foundation for healthy living and learning. Madison Consolidated Food Service Department works to keep the cost affordable for those households that do not qualify for Free or Reduced Priced meals, while providing healthy and nutritious breakfasts and lunches for our students. The school corporation may provide food services for part or all of its students in accordance with state and federal guidelines. The food service program may participate in any surplus commodity or lunch aid program.
Madison Consolidated Schools provides free lunches and reduced lunches for those students who qualify according to the National School Lunch Act of 1946 and the Regulations for the National School Lunch, under an agreement with the Indiana Department of Education.
The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Madison Consolidated School Corporation will adhere to the following meal charge procedure.
•Parents may access their student’s meal account activity and account balance at any time by

logging on to their student's Skyward account. Payments may be made into a student's meal account by sending cash or a check to their student's school, or online on their student's Skyward account. Payments will be deposited for the full amount received. No cash will be returned at the time of the deposit.
•Students not returning to MCS Corporation the following year with a negative balance of more than $25.00 not paid in full by the end of the school year will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by Madison Consolidated School Corporation.
•A student who has charged a meal may not charge or purchase "a la carte" item(s), including extra main entrees or make extra beverage purchases.
•The food service manager or other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges as deemed necessary by Madison Consolidated School Corporation.
•Students who graduate or withdraw from the corporation and have $10.00 or more left in their lunch/meal food service account will be given the option to transfer the funds to another student or to receive a refund. Parents/Guardians have 10 days from the date the account became inactive to request a refund or transfer the remaining funds. If a request is not received within 10 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be closed and zeroed out. The balance is receipted back into a School Food Service fund.
All MCS lunch times are reserved for students only.

SAFETY AND SECURITY (Policy 8400)

The safety of the students is paramount. For this reason, the outside doors are locked during the school day. Portions of the building that will not be needed after the regular school days are closed off. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
All corporation employees are to wear identification badges while in corporation schools and offices or on corporation property.
The corporation may utilize video surveillance and electronic monitoring in order to protect corporation property, promote security, and protect the health, welfare, and safety of students, staff, and visitors. (Policy 7440.01)

VISITORS (Policy 9150)

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

mutually convenient meeting time. Students may not bring visitors to school without first obtaining written permission from the principal.

STUDENT FUNDRAISING (Policy 5830)

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

STUDENT VALUABLES

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

LOST AND FOUND

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

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

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

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

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

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

EMERGENCY CLOSINGS AND DELAYS

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

When possible, decisions about school delays due to inclement weather will be made no later than 6:00 a.m. It is possible that a school cancellation may follow a two-hour delay. If there is a two-hour delay, we will try to make the decision to cancel school by 8:00 a.m. You will be notified about decisions to alter the school day or cancel school through our Parent Square alert calling system. Please make sure our schools have an accurate telephone number and that you have a Parent Square account so that you may receive these alert messages. The

information will also be posted on our website at www.madison.k12.in.us, the MCS Facebook page at https://www.facebook.com/mcsindiana, and announced through the following media outlets:

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

The following options will be considered during weather emergencies:

Option 1: All Madison Consolidated Schools will be closed for the day.
Option 2: The start of the school day for our district will be delayed for two (2) hours.
Option 3: Schools will dismiss early.
Option 4: Schools will operate using Snow Emergency Routes.
Option 5: Inclement Weather Virtual Learning days

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

Deputy Route
Pick up at 6:40 a.m. and drop off at 3:50 p.m. **Blocher Cell Tower**
Drop off at 3:40 p.m. at **Kent Methodist Church** for junior high and high school students

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

Deputy
Pick up at 7:05 a.m. at **Deputy Elementary School**
Pick up 7:25 a.m. at **Kent Methodist Church** junior high and high school students
Drop off at 3:50 p.m. at **Deputy Elementary School**

Deputy
Pick up at 6:45 a.m. and drop off at 2:50 p.m. at **Pisgah Church**

Rykers' Ridge Area
Pick up at 6:45 a.m. and drop off at 3:45 p.m. at **Old Manville Store**

Rykers' Ridge Area
Pick up at 6:50 a.m. and drop off at 3:40 p.m. **China Catholic Church**

Rykers' Ridge Area
Pick up at 6:45 a.m. and drop off at 3:55 p.m. **Brooksburg Baptist Church**

Rykers' Ridge Area
Pick up at 7:15 a.m. at **Rykers' Ridge Elementary** junior high and high school students

Rykers' Ridge Area
Drop off at 4:00 p.m. at **Rykers' Ridge Elementary** junior high and high school students

Canaan Area
Pick up at 6:40 a.m. and drop off at 4:10 p.m. at **Camp Meeting Church Camp**

Canaan Area
Pick up at 6:45 a.m. and drop off at 4:10 p.m. at **Canaan Firehouse**

Canaan Area

Pick up at 6:45 a.m. at drop off 4:10 p.m. at **Canaan Firehouse**
Dupont Area
Pick up at 6:55 a.m. at **Dupont Elementary**
Pick up at 7:05 a.m. at **Lancaster Baptist Church**
Dupont Area
Drop off at 4:00 p.m. at **Dupont Elementary** junior high and high school students
Dupont Area
Drop off at 3:45 p.m. at **Lancaster Baptist Church**

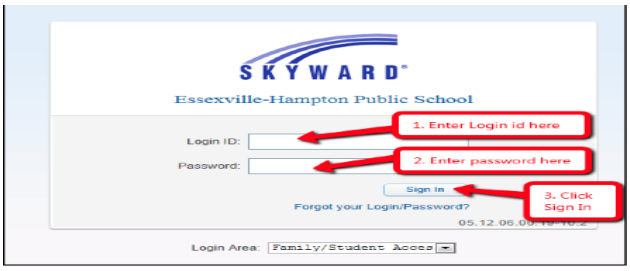
If you have any questions about the snow emergency routes, please contact your child's bus driver or our MCS Transportation Department at 812-274-8110. All snow emergency day pickup and drop off sites are listed in bold above. During inclement weather, if parents believe it is in the best interest of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

SECTION II - ACADEMICS

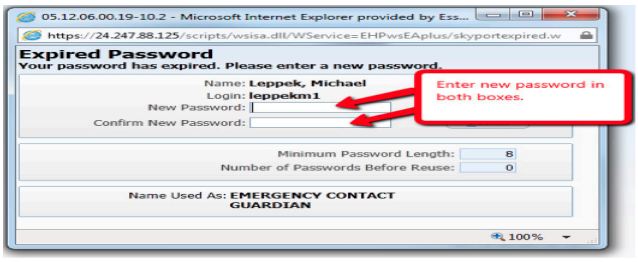
SKYWARD ACCESS (Policy 5420)

Family Access is a feature of the student information system being used by Madison Consolidated Schools. Parents can use Family Access to see various types of information about their students including grades, attendance, and schedules. This tutorial is designed to provide a quick overview of Family Access for parents of what is included and how to maneuver within the system.
Family Access is a web-based product that is accessible to you from any computer connected to the Internet. It is a secure system. In order to use Family Access, you will need a login id and password. If you don't know your login id and password, please call 812-274-8121.
To enter your account, go to http://www.madison.k12.in.us and click on the Skyward Family Access button.

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

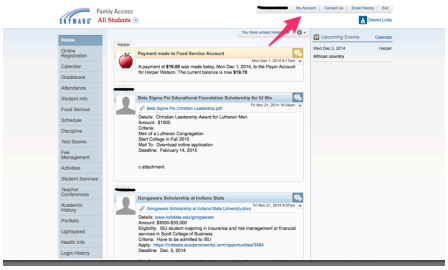


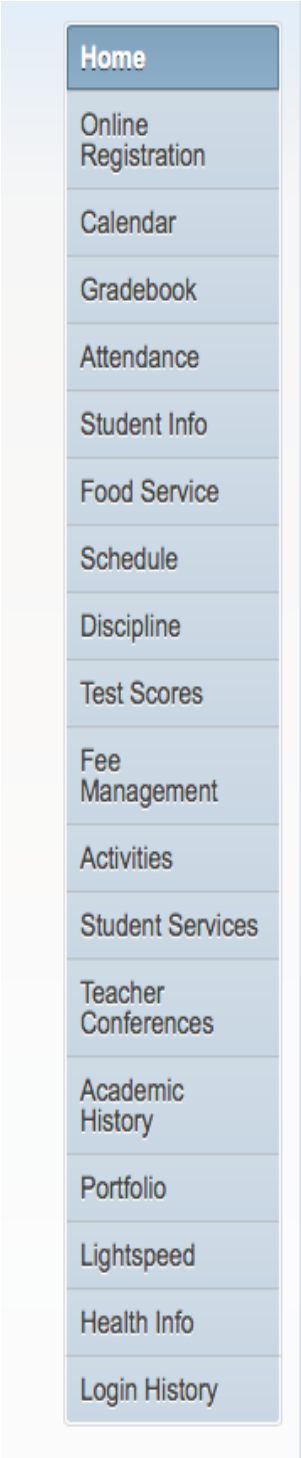
The first time you login, it will prompt you to change your password. Please enter the new password in both the New Password and Confirm New Password boxes.
The minimum password length is 8.



Account Info

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





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

Calendar

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

Gradebook

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

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

Attendance

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

Student Information

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

Message Center

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

Schedule

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

Report Cards

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

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

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

GRADES (Policy 5421)
Madison Consolidated Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The School uses the following grading systems :
Grades K-3 have a standards based report card. The standards-based report card provides detailed information on how well the student is progressing towards mastery of the Indiana Academic Standards. The following grade marks will be used:

BEL= Below Proficient
AP= Approaching Proficient
AT= At Proficient
AB= Above Proficient

Grade 4 has a letter grade report card. The purpose of a letter grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned letter grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a letter grade and will inform the students at the beginning of the course work.
The following grade marks will be used:

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

When a student appears to be at risk of failure, notification will be provided to the parents so they can conference with the teacher about what actions can be taken to improve poor grades.
GRADING PERIODS/REPORT CARDS (Policy 5420)
Report cards will be printed at the end of each semester. The semester 1 report card will be sent home with the child. The end of the year report card may be mailed to the child's home. To view the report cards at the end of term 1 and 3, please access your student's Skyward information, **as these report cards will only be printed upon written request. The printed report card must be picked up at the office by the parent or guardian.**
PROMOTION, PLACEMENT, AND RETENTION (Policy 5410)
Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement

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

RECOGNITION OF STUDENT ACHIEVEMENT (Policy 5451)

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.
Recognition for such activities is initiated by the staff and coordinated by the individual schools.

HOMEWORK (Policy 2330)

Homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

STUDENT ASSESSMENT (Policy 2623)

To measure student progress, students will be tested in accordance with state standards and the corporation policy.
Unless exempted, each student will be expected to pass the state-mandated ILEARN Test and IREAD-3 which are required by the Indiana State Board of Education.
Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.
ILEARN and IREAD testing windows will be available on the Indiana Department of Education website at http://www.doe.in.gov/assessment during the summer.

A student who did not pass IREAD-3 as a third-grade student in the spring or summer testing window **must be retained**. The student must retake the IREAD-3 assessment until the student passes the assessment, enters grade 7, or qualifies for a "good cause exemption".

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.
If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.
Depending on the type of testing, specific information and/or parent consent may need to be obtained. MCS will not violate the rights of consent and privacy of a student participating in any form of evaluation.

TITLE I

COMPACT FOR LEARNING

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

Parent/Guardian Responsibility:

• Ensure your child attends school regularly
• Ensure your child uses positive school behavior

• Set regular times for homework and support effort, completion, and correctness
• Set limits on the amount of time your child spends in front of a screen such as a television, smartphone, or computer and encourage positive use of your child's additional time
• Volunteer in your child's school and classroom if time or schedule permits
• Attend parent-teacher conferences and when it is appropriate, participate in decisions about the education of your child.

School's Responsibility:

- We will provide high quality curriculum and instruction in a supportive and effective learning environment
- We will provide you with assistance in understanding academic achievement standards and tests, how to track your child's progress, and how to establish a successful homework setting and routine
- We will provide opportunities for regular communication between you and teachers through:
    - parent-teacher conferences,
    - frequent reports about your child's progress,
    - opportunities to talk with staff, volunteer in class, and observe classroom activities,
    - ensuring regular communication between family members and school staff to the extent possible, in a language that family members can understand

TITLE I PARENTAL ENGAGEMENT POLICY

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

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

Policy Guidelines

- Parents/guardians and staff members will jointly develop our district's local plan under section 1112 and in the process of school review and improvement under section 1116 and 1111(d). During the spring semester, parents/guardians, Title I staff, and administrators from Title I schools will be invited to review current Title I programming and develop a plan for the upcoming new school year. The meeting will focus on Title I supports, parent and family engagement opportunities within each school, district curriculum, and Title I survey results. Participants will also have the opportunity to review programming, suggest changes, and edit current plans with Title I staff.
- Madison Consolidated Schools will support and assist the work of Title I schools by providing and maintaining a notification system for parent/guardian communication. In addition they will incorporate district-wide parent-teacher conference nights and include them on the yearly school calendar, coordinate Title I services with current programming in the process of applying for the Title I grant, and meet with Title I schools to review Title I services and their effectiveness prior to the next grant cycle.
- Madison Consolidated Schools help build the schools' parents'/guardians' capacity for strong collaborative involvement by providing:

    - Information about Indiana College and Career Readiness Standards from the IDOE website and publications to parents/guardians.
    - Quarterly reports for all academic areas, as well as formative assessment reports (e.g., NWEA/ILEARN Checkpoints) that illustrate academic growth and mastery of grade level standards.
    - Opportunities to take part in committees that provide feedback to the school about programs and services such as parent-teacher organizations, volunteer opportunities, school improvement teams, Title I, summer learning, and high ability committees.
    - Newsletters, teacher email and contact information, family access to Skyward, and invitations for formal and informal conferences with teachers.
    - Materials and support to increase student achievement through a partnership of home and school. Parents/Guardians and teachers sign Compact for Learning agreements annually. Additionally, parents and families can attend various workshops, such as technology tips, “make-it take-it nights”, and-training on school programming.
    - School staff committed to parent communication. Teachers provide newsletters, phone calls home, progress reports and assessment reports to update parents/guardians on student performance, emails, and timely responses to concerns or questions.
    - Information presented in a language and form that parents/guardians can easily understand when possible. Materials will be translated as necessary, and a translator will be provided at school meetings when possible.
    - An understanding that school and parents/guardians can request support in academic, emotional, and social areas to assist in the improvement of student achievement.
- Madison Consolidated Schools will coordinate and integrate parent and family engagement strategies under Title I, Part A with parent and family engagement strategies under Head Start, Elementary Reading Plan, and Title III language support. Staff plan jointly with Head Start to sponsor kindergarten visits by Head Start children and parents/guardians. The Elementary Reading Plan (annual submission to IDOE Online) may also be a part of the parent/guardian nights in each school; this information may be shared in the form of details about Tier 1 Core Instruction, as well as Tier 2 and 3 remediation opportunities. Title III in conjunction with Title I reading nights invites parents/guardians and students to read in their native language(s). Teachers along with Title I and Title III personnel work collaboratively with each other and parents to ensure an understanding of student needs in academic areas that involve reading and vocabulary. This collaboration helps create a continuum of services for students across both programs.
- Madison Consolidated Schools will conduct, as part of their Title I meeting during the spring semester, an annual evaluation of the content and effectiveness of the Parent and Family Engagement policy in improving the academic quality of the schools served with Title I, Part A funds. Parents/Guardians will have the opportunity to identify during the meeting and on the Title I surveys any barriers to greater participation by parents in

parent and family engagement activities, with particular attention to parents and families who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings from the meeting and surveys will be used to help design strategies for more effective parent and family engagement.

Madison Consolidated Schools agrees to implement the following statutory requirements:

- Madison Consolidated Schools will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children on an annual basis within 90 days of the first day of school each academic year.

- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.

- The school district will incorporate this district wide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.

- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

(A) That parents play an integral role in assisting their child's learning;

(B) That parents are encouraged to be actively involved in their child's education at school;

(C) That parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA**.**

Part II: Parental Involvement Policy Component Implementation

Madison Consolidated Schools will implement or accomplish each required district wide parental involvement policy component as required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) in the following ways:

1. Madison Consolidated Schools will take action to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA.
2. Madison Consolidated Schools will take action to involve parents in the process of school review and improvement under section 1116 of the ESEA.
3. Madison Consolidated Schools will provide necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
4. Madison Consolidated Schools will coordinate and integrate parental involvement strategies in Part A with parental involvement strategies under the following other programs such as: OVO Head Start, MCS Preschools, and state-operated preschool programs.
5. Madison Consolidated Schools will take action to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to

revise, if necessary (and with the involvement of parents) its parental involvement policies.

6. Madison Consolidated Schools will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

    A. The school district will, with the assistance of its Title I, Part A schools, aid parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --

        - Indiana's academic content standards
        - Indiana's student academic achievement standards
        - State and local academic assessments including alternate assessments
        - The requirements of Title I Part A,
        - How to monitor their child's progress, and
        - How to work with educators

    B. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement.

    C. The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools.

    D. The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

    E. The school district will take the following actions to ensure that information related to the school and parent- programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform

format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.

Madison Consolidated Schools will implement or accomplish parental involvement policy components (1-6 [A-E]) as required by section 1118(a)(2) of the Elementary and Secondary Education Act (ESEA) in the following ways:

- MCS will require all school sites to annually review and revise their Parent Involvement Policy, including the School and Family Compact.
- Review and revision will be done in the spring or summer of the year, with parents and staff using the state-approved rubrics.
- MCS will distribute the Parent Involvement Policy and Compact in both English and Spanish.
- Accommodations, such as interpreters, will be provided, as needed, for parents with limited literacy and/or English skills for meetings and activities.
- MCS will require schools to evaluate the content and effectiveness of the parental policy; identify parent participation barriers, including English proficiency, limited literacy disability, and racial or ethnic minority background.
- MCS will provide assistance to parents and children to better understand the state academic standards and how to monitor progress for academic improvement.
- MCS will provide material, and training, to help parents work with their children in academic areas.
- MCS educates the educators, with the assistance of parents, using various tools to ensure parents are encouraged to recruit parents to become active partners.
- MCS will ensure that communication is written in a language that all parents can understand and will allow them to be fully engaged in the education of their child(ren).
- MCS will provide support for parents that are reasonable, per the request of parents.
- MCS will support the transition of students into and out of various schools.
    - Activities may include holding open houses, touring school sites, hosting informational meetings with parents, distributing newsletters and conducting parent workshops.
- MCS will also provide opportunities for school volunteerism, inclusion of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information for school reports.
- MCS will provide Information about Indiana College and Career Readiness Standards from the IDOE and other publications to parents/guardians.
- MCS will provide parents with quarterly reports for all academic areas, as well as formative assessment reports (e.g., NWEA) that illustrate academic growth and mastery of grade level standards.

- MCS will communicate with parents via: newsletters, teacher email and contact information, family access to Skyward, and invitations for formal and informal conferences with teachers.
- MCS will work with parents to establish an understanding that school and parents/guardians can request support in academic, emotional, and social areas to assist in the improvement of student achievement.

Part III: Discretionary District Wide Parental Involvement Policy Components

Madison Consolidated Schools may include additional discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- training parents to enhance the involvement of other parents;
- in order to maximize parental involvement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;
- adopting and implementing model approaches to improving parental involvement;
- establishing a district wide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs;
- developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities; and
  providing other reasonable support for parental involvement activities under section 1118 as parents may request.]

* * * * *

Part IV: Adoption

This district wide parental involvement policy of Madison Consolidated Schools has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as required by federal statute.

REFERENCES

Section 1116 of Every Student Succeeds Act (ESSA) of 2015
Indiana Department of Education: http://www.doe.in.gov/title-i1i
https://www.esc16.net/upload/page/0367/PublicLaw%20.pdf
www2.ed.gov › documents › essa-act-of-1965

TITLE 1 PARENT RIGHT-TO-KNOW LETTER:

Dear parent or guardian:
Our school receives federal funds for programs that are part of the Elementary and Secondary Education Act (ESEA), as amended (2015). Throughout the school year, we will continue to provide you with important information about this law and your child's education. Based on current education law, teachers must have earned State certification and licensure. State certification and licensure is the training required to be a teacher. We are very proud of our teachers and feel they are ready for the coming school year. We are prepared to give your child a high-quality education. You have the right to request information about the professional qualifications of your child's teacher(s) or paraprofessional(s). A paraprofessional provides academic or other support for students under the direct supervision of a teacher. If you request this information, the district or school will provide you with the following as soon as possible:
a. if the teacher has met State certification and licensing requirements for the grade levels and subjects for which the teacher provides instruction;
b. if state certification and licensing requirements have been waived (is not being required at this
time) for the teacher under emergency or other temporary status;
c. if the teacher is teaching in the field of discipline for which they are certified or licensed;
d. if the teacher has met State-approved or State-recognized certification, licensing, registration, or other comparable requirements. These requirements apply to the professional discipline in which the teacher is working and may include providing English language instruction to English learners, special education or related services to students with disabilities, or both;
e. if your child is receiving Title I or Special Education services from paraprofessionals, his or her qualifications.
Our staff are committed to helping your child develop the social, academic and critical thinking he or she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled. If you would like to request information about your child's teacher(s) or paraprofessional(s), or if you have any questions about your child's assignment to a teacher or paraprofessional, please contact the building administrator at your child's school.

TITLE I PARENT COMPLAINT PROCEDURE

Definition of a complaint:

A complaint is a signed written statement that includes: 1) an allegation that a requirement applicable to the Madison Consolidated Schools (MCS) Title I program has been violated and 2) information that supports the allegation.

Who may file a complaint:

Any parent, teacher, other concerned individual(s), or organization(s) may file a complaint.

All complaints must:

• Be written;
• Be signed by the person or agency representative filing the complaint and include contact information;
• Specify the requirement of law or regulation being violated regarding the provision of Title I services and the related issue, problem, and/or concern;
• Contain information/evidence supporting the complaint; and
• State the nature of the corrective action desired.

Complaint Procedures

1. Receiving Complaints:
    a. Complaints should be formally registered with: Mr. Shaun D. Pennington, Madison Consolidated Schools Grants & Compliance Specialist. Completed MCS Title I Complaint forms ~~to~~ can be emailed to spennington@madison.k12.in.us

2. Investigating Complaints:
    a. Upon receipt of the written complaint, MCS personnel will investigate the complaint within 30 business days.
3. Resolving Complaints:
    a. MCS personnel will resolve the complaint within 30 business days.
4. Appealing Complaints:
    a. If MCS personnel fail to resolve the complaint or fails to resolve the issue to the satisfaction of the complainant, the complainant can appeal to the Indiana Department of Education's Title Grants and Support division.

FIELD TRIPS (See Policy 2340)

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

PARENT VOLUNTEERS/CHAPERONES

We welcome parents to volunteer at school for various activities. Please contact your school to find out the procedure for assisting your child in his or her education. We provide opportunities for you to use your skills to help make our schools more effective. We have opportunities for parents to prepare activities, chaperone on field trips and assist in reading to our students. All parent volunteers are required to complete an MCS approved background check. To obtain an MCS approved background check, contact Carla Seal-Browning at the administration office at 812-274-8105.

BACKGROUND CHECKS FOR VOLUNTEERS/CHAPERONES

Volunteer background checks are free and valid for 5 years. Form must be filled out and submitted to MCS administration office at least 2 weeks prior to the trip. To obtain an MCS

approved background check, contact Carla Seal-Browning at the administration office at 812-274-8105.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES (Policy 2430)

MCS provides students the opportunity to broaden their learning through curricular-related activities. It is the corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member. A curricular-related activity may include: Primary Spell Bowl, Intermediate Spell Bowl, Math Bowl, Science Bowl, etc.
Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Extra-curricular activities may include: Archery, running clubs, musical performances, etc.
All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

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

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.
Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.
No non-corporation-sponsored organization may use the name of the school or school mascot.

STUDENT BEHAVIOR STANDARDS (Policy 5500)

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

EXPECTED BEHAVIORS

Students are expected to:

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

CLASSROOM ENVIRONMENT

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

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

CELEBRATIONS/BIRTHDAYS-INVITATIONS-GIFTS

Personal party invitations will not be allowed to be passed out in school or before or after school. Please arrange special refreshments for your child with his/her teacher in advance. Gifts, such as balloons, flowers, etc. should be delivered to the child at home and not at school. Students may provide a birthday snack for all students to share during lunch. **For the safety of students with food allergies, all food brought into the school for consumption should be nut-free. All food brought in for celebrations must be store prepared.**

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

SECTION V - Transportation (Policy 8600)

BUS TRANSPORTATION TO A SCHOOL

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

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

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

TO REQUEST A CHANGE IN THE NORMAL DISMISSAL LOCATION

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

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

There is currently no transportation for students who are requesting to go home with friends after school.

Only those listed on the Skyward emergency contact information will be allowed to pick up a child. You may be asked to show a picture ID. This procedure is for the safety of your child.

Please make sure your child's Skyward Emergency contact information remains up to date at all times.

BUS CONDUCT

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

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

The following behaviors are expected of all students:

PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)

Each student shall:

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

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

DURING THE TRIP

Each student shall:

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

LEAVING THE BUS

Each student shall:

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

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

EMERGENCY SITUATIONS

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

1. Stay seated and remain quiet.
2. Avoid touching emergency equipment.

3. Depend on the driver's training to take care of the students.
4. Follow the driver's or the adult authority's instructions.

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

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

BUS SEATING

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

VIDEOTAPES ON SCHOOL BUSES (Policy 7440.01)

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

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

PENALTIES FOR INFRACTIONS

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

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

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

Introduction

The Internet is a place for the exchange of information and ideas on a wide range of subjects. With access to computers and people all over the world also comes the availability of materials

that may not be considered to be of educational value in the context of the school setting. The Madison Consolidated Schools; (MCS) network is connected to the Internet. While MCS implements content filtering at all MCS sites, and on all MCS devices while at home, it is impossible to filter all materials on a global network. As such, students may encounter materials that are obscene, abusive, or otherwise offensive. MCS firmly believes that information and the interaction available utilizing the network outweighs the possibility that students may access materials that are not consistent with the educational goals of MCS. Internet access is seen as a supplement to traditional sources of information, both print and non-print, not as a replacement for them. The purpose of this agreement is to identify standards that will assist in ensuring students benefit from their use of the MCS network and the Internet. By using the MCS Network, Devices, and Internet, students and their guardians agree to the conditions and expectations outlined in this document.

Use of the MCS Network

The use of the MCS network is a privilege, not a right. Students who fail to comply with this agreement or violate MCS disciplinary policies while using the MCS network may lose the privilege to access the MCS network. Students may also lose the privilege to use computer equipment provided by MCS or to bring their own computerized devices to school. Students may also be subject to other disciplinary action as appropriate based upon the nature and severity of the violation. All students who request access to Internet resources through MCS, whether on or off of school property, are required to comply with the Network and Internet Access /Computer Use Agreement. This agreement is a condition of use. There is no opting out. This agreement will be incorporated into the Student and Employee Handbooks for all of our schools. Access to a handbook in print or electronic form at the time of registration or employment shall serve as your notice of this and other expectations whether or not you choose to read them.

Services

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

• Electronic mail communications with people all over the world. (Grades K-8 will only have access to Madison Consolidated Schools inside Domain email)

• Information and news from government and other public agencies, as well as the opportunity to correspond with scientists, authors, and politicians from around the world.

• Discussion forums on a variety of topics.

• Library catalogs and other materials from the Library of Congress, the Smithsonian, the Indiana State Library, and many universities.

Acceptable Uses

Acceptable use of Internet resources is based on its original purpose, which is to provide a backbone network to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The operation of this worldwide computer network relies upon the proper conduct of its users. As a result, individuals must adhere to appropriate use guidelines.

MCS does not assume responsibility for individuals using the network through its facilities, but does acknowledge the responsibility to the Internet community to enforce accepted standards of network protocol and the obligation to recommend the termination of a user's network password and identification if misuse of the Internet resources is discovered. Outside of school, families

bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Use of the Internet by MCS students must be in support of education and research and must be consistent with the educational objectives of the corporation. During classroom activities, it is the responsibility of the classroom teacher to supervise student Internet use in a manner that is consistent with the educational objectives of MCS and this agreement.

Unacceptable Uses

Use of the MCS network for any of the following purposes is prohibited:

• To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.

• To transmit or attempt to transmit obscene, abusive, or sexually explicit language, images, or materials.

• To annoy, harass, intimidate, or threaten, or attempt to annoy, harass, intimidate, or threaten any person or organization.

• To vandalize, damage, or disable, or attempt to vandalize, damage, or disable the property of another person or organization.

• To endanger or attempt to endanger the integrity of a computer on the MCS network or the data stored on the network, including the introduction of computer viruses or worms.

• To install VPNs, or use Proxies or any other means to circumvent or attempt to circumvent MCSs Internet security measures and/or filters.

• To use AI technologies to research and/or use to hack into corporation computers, servers, and/or circumvent MCS's Internet Security measures and/or filters.

• To Use AI Technologies to create work, projects, or answers to assignments that would be considered as not one's own work unless under the guidance and permission of a Madison Consolidated School's teacher or administrator.

• To log on or to attempt to log on to the network using another person or group's name and password or to otherwise misuse a name or password. Sharing of passwords is strictly prohibited.

• To falsely represent or attempt to falsely represent oneself in any Internet communication.

• To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.

• To transmit or attempt to transmit, without authorization, information that is false or defamatory or violates the privacy of another person.

• To upload images of another student from a school device onto the web, or shared through other electronic means without another student's knowledge and/or advanced permission from a MCS staff member.

• To interfere with or attempt to interfere with the lawful activities of any person, business, or organization in any manner.

• To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.

• To transmit or attempt to transmit, without authorization, copyrighted materials or materials protected by trade secrets.

• To transmit or attempt to transmit unsolicited emails (e.g., chain letter emails, spamming emails) or emails to any of MCS's distribution lists without permission of a school official.
• To download or attempt to download any type of software, games, entertainment software, or copyrighted material without permission of a school official.
• To utilize peer-to-peer file-sharing applications or attempt to utilize peer-to-peer file-sharing applications without permission of a school official.
• To install or modify or attempt to install or modify any software on any MCS computer.
• To manipulate or change any hardware or hardware settings of a MCS school device.
• To engage in commercial activity, product advertisement, or political lobbying.
• To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of MCS.
• Protective casing must stay on student devices at all times. Removal of protective casting will result in voiding the device warranty.

This is not an exhaustive list. Other similar behaviors are prohibited and may subject a student to the denial of privileges, disciplinary action, and/or referral to appropriate law enforcement agencies.

Privacy Limitations and Filtering

In accordance with its obligations under the Children's Internet Protection Act, MCS implements measures to block or filter, to the extent practicable, access to material that is obscene, pornographic and/or harmful to minors. Because of these monitoring obligations, students have no expectation of privacy in any aspect of their use of the MCS network or any computer equipment, software. Access accounts, or other types of materials or facilities owned, controlled, or provided by MCS. Use of the MCS network constitutes consent to be monitored.

MCS reserves the right to view, copy, intercept, or block the transmission of any type of material or communication which does not conform to this agreement, and may use any such material or communication in the investigation of any violation of this agreement or in any disciplinary actions or proceedings against any student which might result from the student's violation of this agreement. MCS also reserves the right to make referral of certain types of violations to appropriate law enforcement agencies.

Student Responsibilities

In accordance with its obligations under the Children's Internet Protection Act, MCS has undertaken efforts to educate students about appropriate online behavior, including cyberbullying awareness and response and interactions with individuals on social networking websites and in chat rooms. MCS uses content filtering to try to block Chat Rooms, but no content filter is 100% accurate. Students using the network and communicating with others on the Internet should exercise caution in case a chat room bypasses a filter, and remember the following:

• People in chat rooms on instant messaging may not be who they appear to be. Personal information, such as home telephone numbers, names, addresses, and photographs of students, should never be disclosed in a public forum (e.g., chat room or on a profile).
• Students should not reveal their names or personal information to or establish relationships with strangers met through the Internet, unless a parent or school official has coordinated the communication.

• Internet security is tenuous at best. Students should refrain from sending or receiving any communications or material over the network that they would not want to be made public.
• Do not respond to unsolicited emails, advertisements, or other requests for your personal information.
• Protect your password by making it long and strong (combining upper and lowercase letters with numbers and symbols). If a student is uncomfortable or feels harassed, intimidated, or threatened by information that he or she receives over the Internet, he or she should tell a teacher, principal, or other school official immediately. Likewise, if a student is asked by another Internet user to stop emailing or contacting them, the student must stop all contact Immediately. If a student receives inappropriate materials or stumbles onto inappropriate materials on the Internet while doing legitimate research, the student is expected to notify the teacher, principal, or another school official. Network etiquette expects that the student abides by the following guidelines. These guidelines include, but are not limited to:
• Students are expected to be courteous and respectful. The use of vulgar, obscene, lewd, and otherwise inappropriate language is prohibited. Students shall not engage in cyberbullying.
• While the Internet itself has virtually boundless resources, the availability of local communication and storage resources is limited. Since list servers and mail servers can generate a significant amount of data to be stored, students are expected to clean up their files or mailboxes at appropriate times so as to not create a storage problem on the host server.
• All communications and information obtained via the network or the Internet should be assumed to be intellectual property subject to federal copyright law.
• Any attempt to compromise network security is prohibited. Any student identifying a possible breach in security must notify a system administrator or the corporation's Director of Technology.

Information and Service Disclaimers

MCS makes no warranties of any kind, whether expressed or implied, about the information gained through the Internet, including its quality or accuracy. Use of information obtained through the Internet is at the student's own risk and MCS cannot be held responsible for any material a student mistakenly or intentionally accesses or transmits via the MCS network. MCS makes no warranties about the quality of the services provided and is not responsible for any claims, losses (including, but not limited to, the loss of data), damages, costs, or other obligations arising from a student's use of the MCS network or any computer equipment or software owned, controlled, or provided by MCS. It is the policy of MCS that the cost of any materials to a student utilizing the Internet is the responsibility of the student, or in the case of a student under the age of 18, the person who authorizes a network account. This authorization extends to any financial obligation that may be incurred when utilizing the network. Under no circumstances will MCS be liable for any unauthorized purchases or other financial obligations resulting from MCS provided access to the Internet. Receipt of a handbook containing the Network and Internet Access/Computer Use Agreement establishes a legal obligation on the part of the recipient to abide by the agreement in all its terms and conditions regardless of whether they choose to read the agreement in its entirety.

Student Device Insurance and Damage Costs

• MCS Chromebooks and iPads are under warranty at no extra cost to families for up to 2 incidents per school year. This warranty does not cover intentional neglect or damage to a device. If it is a 3rd incident, or if the damage caused was intentional, the following will be repair

costs that will be billed to parents. Furthermore, repairs are to be made only by MCS I.T. Staff, or companies that are contracted by Madison Consolidated Schools. Any unauthorized repairs will be billed. Some prices may vary due to the fluctuation in market prices, but the costs will not exceed what has been stated below. Protective casing must stay on student devices at all times. Removal of protective casting will result in voiding the device warranty. Chargers are not covered under warranty.
Type of Incident Cost
Screen Break $100.00
Keyboard Break or Missing Keys $30.00
Chromebook Casing Damage (Includes Broken Hinges, Handwriting on Device that cannot be removed, Stickers that cannot be removed) $75.00
Clam Shell or Protective Casing Replacement $25.00

Chromebook Charger $40.00
iPad Charger $15.00
Battery $40.00
Damaged Headphone Jack or Power Charging
Port $25.00
Keyboard Grid (holds keyboard in place) $10.00
Screen Bezel (holds screen in place) $10.00
Labor to Repair Device with void warranty if
through a contracted party. $60.00
System Board $150.00
Lost/Stolen/or Entire Device is Damaged
Beyond Repair
$450.00 Chromebook
$350.00 iPad

USE OF PERSONAL COMPUTING DEVICES
Madison Consolidated Schools (MCS) currently only permits high school students to bring personal laptops or other computing devices to school for academic purposes. Use of a personal computing device in grades k-8 is prohibited.

SECTION VI - ANTI-BULLYING-C200

Bullying is prohibited by the School Corporation ("Corporation"). Students who commit any acts of bullying are subject to discipline, including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition
"Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically);

physical acts committed; aggression; 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 targeted student, creating for the targeted student an objectively hostile school environment that:
(1) places the targeted student in reasonable fear of harm to his or her person or property;
(2) has a substantially detrimental effect on the targeted student's physical or mental health;
(3) has the effect of substantially interfering with the targeted student's academic performance; or
(4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the Corporation.

Bullying does not include, and should not be interpreted to impose any burden or sanction on, the following:
a) participating in a religious event;
b) acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger;
c) participating in an activity consisting of the exercise of a student's freedom of speech rights;
d) participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults;
e) participating in an activity undertaken at the prior written direction of the student's parent; or
f) engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
"Bullying," as defined by this policy and state law, does not include actions involving employees. Any behaviors committed by, towards, or amongst Corporation employees should be
reported to the employee's supervisor, building principal, or Superintendent.

Applicability
The Corporation prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Bullying behaviors based on the targeted individual's race, color, national origin, sex, gender, religion, or disability may be investigated and processed according to the Nondiscrimination/Anti-Harassment Policy.

Education
The Corporation will provide training and/or instruction on anti-bullying prevention and policy to all students in grades 1 through 12, as well as employees.

Reporting
Anyone who believes that a student has possibly been or is the victim of bullying is encouraged to immediately report the situation to an appropriate employee such as a teacher, school counselor, or administrator (including the Superintendent). All employees, volunteers, and contracted service providers who observe or receive a report of suspected bullying shall notify a designated school administrator in charge of receiving reports of suspected bullying within the same day. If an employee does not know who to make a report to, he or she should report directly to the building principal or Superintendent. Bullying reports to the Department of Child Services and/or law enforcement must be made as required by law, such as when an employee believes that a student is the victim of abuse or neglect. Any person who makes a report of bullying and requests to remain anonymous will not be personally identified as the reporter or complainant to extent permitted by law. The Corporation will act appropriately to discipline employees, volunteers, or contracted service providers who receive a report of bullying and fail to initiate or conduct an investigation of a bullying incident, and for persons who falsely report an incident of bullying. The Corporation will act appropriately to discipline students, employees, visitors, or volunteers who make false reports of bullying.

Investigation
Once a report of suspected bullying is received by the designated school administrator, an expedited investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school employees. Information relating to the investigation will be gathered using means including, but not limited to: witness interviews, request for written witness statements, record identification and review, and an assessment of whether bullying occurred. The investigation will be initiated within one (1) school day of the report to the designated school administrator and will ordinarily be completed within ten (10) school days.

Intervention/Responses
If a report of suspected bullying is substantiated through an investigation, then The Corporation shall take appropriate intervention and responses as consistent with policy and procedure. The Corporation will take prompt and effective steps reasonably calculated to stop the bullying, remedy the bullying, and prevent the bullying from recurring. Consistent with other legal obligations, the Corporation will prioritize the safety of the target of the bullying including transferring the bully or target to another school within the Corporation. Interventions and responses include, but are not limited to: separating the bully and the target; follow-up school counseling for the target; bullying education for the bully; and prompt disciplinary action against the bully. These steps should not penalize the target of the bullying. Disciplinary actions against the bully may include, but are not limited to: suspension and expulsion for students; discharge for employees; exclusion for parents, guests, volunteers, and contractors; and removal from any office for governing body members. Also, if the acts of bullying rise to the level of serious

criminal offense the matter may be referred to law enforcement. The Corporation shall inform the parents of all students involved in alleged incidents before the end of the next school day after the school becomes aware of the possible incident, and, as appropriate, may discuss the availability of counseling and other intervention services.

Parental Involvement
Parents are encouraged to be involved in the process of minimizing bullying. Parents may review any materials used in any bullying prevention or suicide prevention program employed by the Corporation. Parents should report suspected acts of bullying to an appropriate school official. In addition, parents of students suspected of bullying will be notified with a phone call or through other appropriate means of communication. Conversely, parents of students suspected of being the target of acts of bullying will also be notified with a phone call or through other means of appropriate communication. Parents of both the targeted student and alleged perpetrator will be notified of the investigation before the end of the next school day after the school becomes aware of the incident. Parents will also be notified of the conclusion of the investigation before the end of the next school day after the conclusion. Parents of students who are disciplined for acts of bullying will be involved in the disciplinary process consistent with the law and Corporation policy.

Reporting to IDOE
Each school within the Corporation will record and report to the Superintendent or his or her designee the frequency of bullying incidents in the following categories: verbal bullying, physical bullying, social/relational bullying, and electronic/written communication bullying (or a combination or two or more of the above categories). The Superintendent or his or her designee shall report the number of bullying incidents by category for each school and the entire corporation for each school term to the Indiana Department of Education by July 1.

I.C. 20-33-8-13.5
Madison Consolidated Schools