

Madison Consolidated Junior High School 2017-2018

701 Eighth Street

Madison, IN 47250

Telephone: (812) 274-8003

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

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

Team Work Makes The Dream Work.

Jill Mires

This handbook has been prepared to familiarize students with the policies and procedures of MCJHS. Please take the time to read this handbook carefully and share it with your parent/guardian. This handbook may be downloaded and used as a reference when questions and/or clarifications arise.

Principal	Mrs. Jill Mires
Assistant Principal	Mr. Michael Nehring
Assistant Principal	Mr. Andrew Smith
Counselor	Ms. Betsy Sullivan
Counselor	Mr. David Campbell
Counselor	Ms. Brooke Scanlon

MISSION STATEMENT

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

VISION STATEMENT

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

SCHOOL-WIDE GOALS

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

“Madison Consolidated Schools, in accordance with board policy and the requirements of Title IX, does not discriminate against any individual because of race, sex, color, or national origin in the operation of its educational programs or activities which includes employment and admission to employment within the corporation.”

Changes in the handbook are noted in italics.

Student Directory Information

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

- School pictures
- Videotaping sessions with a class or project
- Practice videos
- Yearbook pictures
- Digital pictures for Power Point presentations
- Personal or group pictures for electronic bulletin board displays

- Sports pictures
- Sports rosters and cut lists
- Honor roll lists, attendance lists, etc.
- Class work displays in the room and outside the room
- Photos and videos for electronic presentations attached to our school website
- Photographs and/or videos for news media

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

SCHOOL COLORS: Red, White, and Black

SCHOOL TEAMS:

Madison Junior High Bears

THE PHILOSOPHY OF THE MADISON JUNIOR HIGH SCHOOL

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

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

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

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

GOALS OF MADISON JUNIOR HIGH SCHOOL

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

PARENT INFORMATION

VISITORS

Parents/guardians are given a cordial welcome to our school at all times. Upon arrival, parents/guardians shall sign in at the main office. Guests other than parents may visit after obtaining permission from the office. This must be done prior to the day of the visit. Students shall not ask their friends to visit the school. All visitors are required to wear a visitor/sub lanyard while in the building, shall sign out and return lanyard prior to leaving the building, and may be asked to provide a picture I.D.

GRADE REPORT TO PARENTS

Each semester is divided into two grading periods of nine weeks each. Report cards are issued to parents following each nine week

period.

GRADING SCALE

A 90 -100% B 80 – 89% C 70 – 79% D 60 – 69% F 0 – 59%

RETAKING CLASSES

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

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

STUDENTS WITHDRAWING FROM SCHOOL

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

BOOK RENTAL/TECHNOLOGY DEVICE FEES

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

STUDENT TRANSFERS

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

OUTSIDE INTERFERENCE WITH DAILY OPERATION OF SCHOOL INCLUDING NOON-HOUR

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

MEDICATION

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

student's first day of school and updated annually.

EXCUSES FROM CLASS

Health - Some parents/guardians may object to the PURE Program. If so, students may be excused, without penalty, if the parents/guardians make a request in writing. During this unit students may receive special assignments at the discretion of the teacher.

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

GIFT/FLOWER DELIVERIES

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

SCHOOL SERVICES

GUIDANCE AND COUNSELING PROGRAM

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

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

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

LIBRARY (IMC)

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

INSURANCE

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

TRANSPORTATION

BUS PASSES

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

BUS TRANSPORTATION

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

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

OTHER TRANSPORTATION

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

ARRIVAL AT SCHOOL

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

LEAVING SCHOOL DURING SCHOOL HOURS

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

ATTENDANCE

Written excuses will be mandatory for student's absences. Grades can be affected by unauthorized absences. Students in grades (6), (7) and (8) may not be promoted to the next grade if they are absent from school more than twenty (20) days in a school year. Students who have excessive absences may be referred to either the Jefferson County Probation Office or Child Protective Services.

CONDITIONS UNDER WHICH ABSENCES MAY BE EXCUSED

1. Illness of the student (verified).
2. Death in the immediate family of the student. Immediate family shall be defined as parent, step-parent, brother, step-brother, sister, step-sister, child, grandparents, mother-in-law, father-in-law, sister-in-law, brother-in-law, or any other person domiciled in the student's home.
3. Doctor, dentist, or other medical appointment (verified with note) for the student.
4. Hospitalization of the student (verified with note).
5. Other special situations approved by the Principal in advance of absence.
6. Absences mandated by legislation (verified with note). *

**These absences are also considered exempt and will not be counted in any attendance limit.*

Procedures for make-up work shall be established, and make-up work shall be permitted when absences have been validated as acceptable and the maximum number of absences has not been exceeded. The responsibility for making up missed work is that of the student and not the teacher.

PARENT INITIATED ABSENCES

Parents are encouraged to:

1. Make appointments of any kind for the student before and after school hours.
2. Schedule vacations, camp, trips, work, and other non-school learning opportunities during school breaks.

NOTE: Absences that may be acceptable are counted as a part of the limitation on the total number of student absences.

**When a student is absent, assignments can be obtained via the Internet, by going to Google Classroom.*

MAKE-UP WORK

1. Make-up work is the student's responsibility.
2. The student is allowed one day for each day of absence (if the absence is excused) to make up work after returning to school. Work for pre-arranged absences will be due the day the student returns to school. Make-up work for unexcused absences is at the discretion of the teacher. Students suspended from school (OSS) will be allowed to make up all work according to the number of days suspended.
3. If an assignment, quiz, or test was announced prior to the absence, the student is responsible for the assignment on the day he/she returns to school.

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

TARDY POLICY

Students are 'swept' at the beginning of each class period if they are not in class when the final bell rings to begin that particular class. Arrival to school late unless documented by a parent that there was an emergency or doctor's appointment will still be considered late. Consequences are as follows:

Tardy	Consequence
1	Warning
2	1 day of Lunch Detention
3	2 days of Lunch Detention
4	1 day of Before School Detention
5	2 days of Before School Detention

For each additional tardy beyond 5, a parent/guardian will be contacted and the student may be assigned a day of ISS. Students who fail to serve a Before School Detention or Suspension may be assigned or otherwise disciplined as determined by Administration.

It is important that every student report to each class on time. If a student is *more than 10 minutes late to class, he or she is considered truant for that period.* A student who is truant to a class will be disciplined as determined by Administration.

Before School Detention is held once a week during holding time and Bear Necessities. Parents DO NOT need to bring their students to school early on days when before school detention is held. Each week before school detention will be held on a different day of the week.

TRUANCY

Truancy will be dealt with on a case by case basis.

ACTIVITIES & EXTRACURRICULAR

WORK PERMITS

Most regular jobs for young people require a state work permit. Work permits for students are issued by Pupil Services. Getting a work permit is for the protection of both the employer and the employee.

Work permits may be revoked if a student has more than one F on the nine weeks report card or if there are attendance problems.

ATTENDANCE

Athletes and other students must be in attendance for at least four class periods in order to attend or participate in any after school activity or contest; this would include practices, sporting events, concerts, dances, etc., and the student's absence for those class periods must be excused. *An exception may be made for a student who is attending a funeral or court related activity; however, the activity with the parent/guardian's signature must be submitted to the Principal in writing prior to the absence in order for the student to participate in the extracurricular activities.*

EXTRACURRICULAR ACTIVITIES

Students must maintain passing grades to be eligible to attend all after school activities. This includes but is not limited to dances, sporting events, and parties. Any student that has more than one "F" on the nine weeks report card or semester average will not be allowed to attend or participate in any manner or form. (Possible exceptions may be band/choir practice and concerts, after school tutoring, and after school discipline requirements.)

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

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

Any student removed from an after school function will be given the opportunity to telephone for transportation home. Admission to parties and dances is a student I.D. card and \$2.00. I.D. replacement cost is \$5.00. All students must arrive within 30 minutes after the scheduled start of the event. After 30 minutes, the student may not attend the event or enter the building. No student will be permitted to leave a school party or event once they have been admitted until the scheduled end of the event, unless called for in person by parent/guardian or written approval from parent/guardian has been presented to the school official in charge. **Only presently enrolled Madison Junior High students may attend our parties.**

JUNIOR HIGH EXTRACURRICULAR ACTIVITIES INCLUDE THE FOLLOWING: (* INCLUDES 6TH GRADE)

Boys/Girls Cross Country *	Football	Band*
Boys/Girls Swimming*	Boys/Girls Basketball	Choir*

Wrestling*

Boys/Girls Track *

Volleyball

Boys/Girls Golf*

Math Counts*

Boys/Girls Soccer*

Spell Bowl*

Cheerleading

Advisory Board

Peer Counseling

Archery*

Tennis*

ATHLETIC ELIGIBILITY

To join or tryout for a Madison Consolidated Junior High School athletic team, a student must have a current physical form on file with the Athletic Director, have signed extracurricular consent form for the Extracurricular Activities Drug Testing Program (MCS Policy 11.18), and be academically eligible. Criteria for determining eligibility are as follows:

1. Receive no more than one "F" on the nine weeks grade or semester grade.
2. Eligibility for fall sports for 7th and 8th grade students will be determined by using the previous semester grades.

A student who is ineligible for tryouts at the start of a sport season is ineligible for the entire season. Eligible students who become ineligible during the season will be removed from the team (including practice times) until eligibility is regained the following grading period.

CHANGING SPORTS

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

1. Transfers will be denied for the following reasons:
 - a. The first scheduled contest of the season has already been played.
 - b. The athlete has not turned in all equipment, locks and uniforms.
2. In the event an athlete is dismissed from a team during the season for disciplinary action, he/she will not be allowed to join another team during the same season.

VOLUNTARY PROGRAM PROVIDING FOR THE RANDOM DRUG TESTING OF STUDENTS

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

EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM MCS POLICY 11.18

THE MISSION OF MADISON CONSOLIDATED SCHOOLS

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

INTRODUCTION

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

REASONABLE CONCERN

Madison Consolidated Schools has a strong commitment to health, safety and welfare of its students. Results of studies throughout the United States, and continuing substance abuse problem in Jefferson County, Indiana, indicate that education alone, as a preventive measure, is not effective in combating substance abuse. Our commitment to maintaining the extracurricular activities in Madison Con-

solidated Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

PURPOSE

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

SCOPE

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

LEGAL OBLIGATION

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

DRUG EDUCATION

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

CONSENT FORM

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

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

TESTING PROCEDURE

1. The selection of participants to be tested will be supervised by the Principal/Administrative designee, and will use the random selection process furnished by the certified laboratory hired by the corporation to do the testing. Selections will be drawn from one large pool of those agreeing to be tested. Testing may occur on a different day, Monday through Friday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned to a number that will be placed in the drawing.
2. If the participating student shows signs of reasonable suspicion, the Principal/Administrative designee may call the student's parent/guardian and ask that the student be tested. Factors will include but are not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request testing of his/her student. Parent requested tests will be paid for by the requesting parent.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to 24 ounces of fluid. If still unable to produce a specimen within two hours, the student will be taken to the Principal's office and told he/she is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that he/she may be tested at a later date to be reinstated for eligibility.
6. All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the occurs, the student must be given another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The Principal/Administrative designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performing enhancing" drugs such as steroids may be tested.
10. The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the joint Commission of Accreditation of Healthcare organizations (JCAHO).

CHAIN OF CUSTODY

1. The certified laboratory will provide training and directions to those who supervise the testing program set-up the collection environment, and guarantee specimens and supervise the chain-of-custody. To maintain anonymity, the student's number not name will be used.
2. The Principal/Administrative designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. (The Administrator should not bring all the students drawn from the pool to the collection simultaneously. Calling four or five students at a time allows the collection to be carried out quickly and will not cause students to wait a long time, thereby creating a loss of important time from class. Athletes may be called after school, perhaps during practice time).
3. Before the student's urine sample is tested by the laboratory, the student will agree to fill out, sign and date any form which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. The certified laboratory will conduct the urine collection. MCS students are responsible to comply with all certified laboratory procedures. The certified laboratory is responsible to maintain student privacy and collected sample validity.
5. The testing laboratory will report the results back to the Principal/Administrative designee.
6. In order to maintain confidentiality, the container, which contains the urine specimen to be tested, will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, the results sheet for the urinalysis will be mailed back to the Principal/Administrative designee with no name attached; only the student's random identification number will appear on the result sheet.

TEST RESULTS

1. This program seeks to provide needed help for students who have a verified "positive" test. The student's health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities.
2. The Principal/Administrative designee will be notified of a student testing "positive". The Principal/Administrative designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

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

FINANCIAL RESPONSIBILITY

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

CONFIDENTIALITY

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

OTHER RULES

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

Adoption Date: December 15, 1998

Amended Date: December 13, 2005

BASIC EXPECTATIONS AND CODE OF CONDUCT FOR STUDENTS

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

THE PURPOSE OF THE CODE OF CONDUCT IS TO:

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

The Madison Consolidated Junior High School (MCJHS) has only a few basic rules that we expect students to follow.

1. Students are to show respect to fellow students and their property.
2. Students are to attend all classes in a punctual manner. Students are to go to classes prepared, having their textbooks, paper, writing instrument, and all other necessary materials with them.
3. Students are to dress and conduct themselves in an appropriate manner for school. Clothing advertising tobacco, alcohol products or drugs is prohibited.
4. Students are not to possess and/or use any tobacco products, alcoholic beverages and drugs on school property or at any school

sponsored event. This includes the possession of matches, lighters, smoking devices such as pipes, electronic cigarettes, vaping cigarettes, or items associated with the use of the above substances, as well as look-alike drugs. On the first offense for tobacco, students will be assigned to a tobacco education program known as TEG (Tobacco Education Group). Additional offenses may result in suspension or expulsion from school as determined by the school Principal.

5. Students are to remain in supervised areas on the junior high school zone from the time they arrive at school until they are dismissed unless they have proper permission to leave and have signed out properly.
6. Students are not to eat food or have drinks outside the cafeteria. Neither student-ordered deliveries nor fast food brought in by a family member will be accepted.
7. Students are expected to maintain proper emotional control in their association with other students and staff. Inappropriate relationships (with public display of affection), sexual harassment, fighting, obscene or improper language or gestures, horseplay, and using put downs at MCJHS are completely forbidden.
8. Students are to follow appropriate safety measures and respond properly to all drills. (Running, horseplay, etc. is prohibited.)
9. Students are not to bring any object to school that could reasonably be considered a weapon.
10. MCJHS students are not to drive cars or motorized vehicles to and from school.
11. The following items are prohibited: Skates, roller blades, Heelys, and electronic devices, such as radios, CD players, DVD players, hand-held games, portable TVs, pagers, PDA's, iPods, laser lights, MP3 players, etc. (Students may ride bikes and Skateboards to school. Bikes must be locked up to the bike rack and skateboards checked in at student services).
12. Electronic devices such as Kindles, Nooks, etc ARE ALLOWED FOR ACADEMIC PURPOSES and must be approved in the school office. Students are to adhere to school policies and procedures when using such devices. These devices may be taken from the student if the Administration determines that it is being used for any purpose other than academics during the school day.
13. Regarding any electronic device mentioned above in #11 and #12, the **school will not be responsible for any of these items if lost or stolen.** *Students whose items in #11 are taken away or in #12 who have misused the Kindle, Nook, etc., must have a parent come to school to pick the items **up after the school day has concluded.***
14. It is highly discouraged for a student to bring a cell phone to school. If a cell phone is brought to school, it must be **off and out of sight upon arrival at school** in the morning and during the school day until school ends at 3:05. The school will not be responsible for lost or stolen cell phones.
 - a) If any of the items above ("Basic Expectations": #11, #12, & #13) are taken from a student the following will occur:
 - 1) the first time the item is taken from the student it will be documented *and a parent/guardian must pick up the item in pupil services.*
 - 2) the second time the item is taken away it will be documented, a parent/guardian must come to the school to pick up the item, *and the student will be assigned one lunch detention;*
 - 3) the third time the item is taken away it will be documented, a parent/guardian must come to the school to pick up the item, and the student will be assigned an in school suspension.
 - 4) *The fourth and all subsequent offenses will be treated as insubordination, a parent/guardian must come to the school to pick up the item, and student will be disciplined accordingly with a minimum of two days of ISS.*
 - b) All unclaimed items will be disposed of at the end of the school year.
15. Students are strongly encouraged to inform the Principal or a teacher if they have any information regarding threats by a student to harm another person or bring a weapon to school.
16. Students who are found guilty of compromising security of a building by placing objects in a doorway that prevent the door from closing fully will be subject to disciplinary action.
17. We expect students to help stop harassment or bullying, helping the school foster a positive attitude and good treatment of others, by using the school guidelines covered in the Team Lead/Peer Mediator Program and according to Indiana Code - "Bullying" means overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or; 3) any other behaviors committed; by a student or group of students against another student with the intent to harass, humiliate, or harm the other student.
18. Students shall not disfigure or damage school property. Students who disfigure or damage school property may be required to pay for the repair or replacement of the item as well as face other disciplinary action.

These rules are established for the welfare of all persons who attend and work at this school. We feel that they are fair and reasonable and expect each student to assume the responsibility for meeting these standards. These rules also apply to junior high students at-

tending school functions in any school in the Madison Consolidated School District.

Search and Seizure

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

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

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

GENERAL INFORMATION

EMERGENCY DRILLS

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

TITLE I (Policy 2261.02)

COMPACT FOR LEARNING

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

Parent Responsibilities:

- Make sure that my child attends school regularly, is on time, is well rested, and is prepared to learn.
- Supervise and help with homework daily.
- Reading with or to my child every day for 20 minutes.
- Monitor my child's television viewing.
- Attend parent-teacher conferences and communicate frequently with my child's teacher.
- If possible, volunteer in my child's school.

Student Responsibilities:

- Come to school on time and be ready to learn.
- Pay attention to my teachers and ask questions when I need help.
- Complete my homework every night.
- Carry important messages from school to home and from home to school.

Teacher Responsibilities:

- Provide high quality instruction for my students in a supportive and effective learning environment.
- Provide a rigorous curriculum by give appropriate extra help to students when needed.
- Provide meaningful homework that extends classroom learning.
- Communicate frequently with parents about their child's progress.
- Hold at least one annual parent/teacher conference during which this compact is discussed as it relates to student achievement.
- Participate in professional development that improves my teaching.
- Offer opportunities for parents to volunteer in the school.

Principal Responsibilities:

- See that Indiana Academic Standards are taught in every classroom using best practices.
- Allocate resources to promote classroom teaching that supports the academic achievement of our students.
- Communicate with parents about school-wide and individual test scores.
- Welcome parents into our school for observing, volunteering, conferencing or visiting their child's classroom.

Madison Consolidated Schools

Title I Parent Involvement Policy

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

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

Policy Guidelines

- Parents and staff members will jointly develop our district's local plan under section 1112 and in the process of school review and improvement under section 1116. During the spring semester, parents, Title I staff, and administrators from Title I schools will be invited to review current Title I programming and develop a plan for the upcoming new school year. The meeting will focus on Title I supports, parent involvement opportunities within each school, district curriculum, and Title I survey results. Participants will also have the opportunity to review programming, suggest changes, and edit current plans with Title I staff.
- Madison Consolidated Schools will support and assist the work of Title I schools by providing and maintaining the Blackboard Notification System for parent communication. In addition they will incorporate district-wide parent-teacher conference nights and include them on the yearly school calendar, coordinate Title I services with current programming in the process of applying for the Title I grant, and meet with Title I schools to review Title I services and their effectiveness prior to the next grant cycle.
- Madison Consolidated Schools help build the schools' and parents' capacity for strong parental involvement by providing parents with:
 - Information about Indiana College and Career Readiness Standards from the IDOE website and publications to parents.
 - Quarterly reports for all academic areas, as well as formative assessment reports (e.g., NWEA) that illustrate academic growth and mastery of grade level standards.
 - Opportunities to take part in committees that provide feedback to the school about program and services such as parent-teacher organizations, volunteer opportunities, school improvement teams, Title I, summer learning, and high ability committees.
 - Newsletters, teacher email and contact information, family access to Skyward, and invitations for formal and informal conferences with teachers.
 - Materials and support to increase student achievement through a partnership of home and school. Parents and Teachers sign Compact for Learning agreements annually. Additionally, parents can attend various workshops, such

- as parent technology tips, “make-it take-it nights”, and/or parent training on school programming.
 - School staff committed to parent communication. Teachers provide newsletters, phone calls home, progress reports and assessment reports to update parents on student performance, emails, and timely responses to concerns or questions.
 - Information presented in a language and form that parents can easily understand when possible. Materials will be translated as necessary, and a translator will be provided at school meetings when possible.
 - An understanding that school and parents can request support in academic, emotional, and social areas to assist in improvement of student achievement.
- Madison Consolidated Schools will coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under Head Start, Elementary Reading Plan, and Title III language supports. Staff plan jointly with Head Start to sponsor kindergarten visits by Head Start children and parents. The Elementary Reading Plan (annual submission to IDOE Online) may also be a part of the parent nights in each school; this information may be shared in the form of details about Tier 1 Core Instruction, as well as Tier 2 and 3 remediation opportunities. Title III in conjunction with Title I reading nights invites parents and students to read in their native language(s). Teachers along with Title I and Title III personnel work collaboratively with each other and parents to ensure an understanding of student needs in academic areas that involve reading and vocabulary. This collaboration helps create a continuum of services for students across both programs.
 - Madison Consolidated Schools will conduct, as part of their Title I meeting during the spring semester, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds. Parents will have the opportunity to identify during the meeting and on the Title I surveys any barriers to greater participation by parents in parent involvement activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The findings from the meeting and surveys will be used to help design strategies for more effective parental involvement.

Expectations for Parental Involvement

The Madison Consolidated Schools intends that parents of participating students be provided with frequent and convenient opportunities for full and ongoing participation in the Title I program. This shall include opportunities to jointly develop the Title I program plan and suggest modifications in the process for school review and improvement.

Any comments indicating parents’ dissatisfaction with the district Title I program must be collected and submitted, along with the Title I Application, to the Indiana Division of Compensatory Education.

The Title I program must be designed to assist students to acquire the competencies and achieve the goals established by law, as well as the goals and standards established by the Madison Consolidated School Board. These goals and standards must be shared with parents in a manner that will enable them to (1) participate in decisions concerning their child’s education and (2) monitor and improve the educational achievement of their child.

School Policy

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

References

Section 1118 of No Child Left Behind Act (NCLB) of 2001
 Indiana Department of Education: <http://www.doe.in.gov/titlei>

TITLE 1 PARENT RIGHT-TO-KNOW LETTER

Dear Parent and/or Guardian:

The Elementary School teachers and principals appreciate the opportunity to teach your child every day. We want to be your partners

in helping your child be successful both academically and socially. We ask that you send your child to school rested and ready to learn every day. In return, we will provide the best instruction possible. We will meet state teacher qualification and licensing criteria. We will participate in professional development that improves our understanding and practice of excellent instruction. We ask that you communicate with us about your child. In return, we will provide the following information upon your request: If your child's teacher has met state qualification and licensing criteria for the grade level and subject areas taught, If your child's teacher is teaching under emergency or temporary status in which state qualifications or licensing criteria are waived, The teacher's baccalaureate degree major, graduate certification, and field of discipline, and whether your child is provided services by paraprofessionals, and if so, their qualifications. We ask that you supervise and help with the completion of your child's daily homework. In return, we provide quarterly report cards showing your child's progress toward state academic standards. Also, we will provide an annual report on your child's performance on the Indiana Statewide Testing of Educational Progress. Thank you for being our partner in the education of your child.

PARENT AND STAFF PESTICIDE NOTIFICATION STATEMENT – MADISON CONSOLIDATED SCHOOLS

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

INTERNET POLICY

Students who wish to access the Internet must complete the Internet Use Agreement for Students form in accordance with Policy on Corporation Provided Access to Electronic Information, Services, and Networks (MCS Policy 9.12—*cited below*) and return it to the main office at MCJHS. The form must be signed by the student and his/her parent/guardian. All student use must be school-related and supervised by a staff member in the building. Personal use of e-mailing/browsing is prohibited. ***Please refer to the Internet Usage Policy Form in the back of the handbook. Forms should be returned to the business computer teacher***

POLICY ON CORPORATION PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS (MCS POLICY 9.12)

Freedom of expression is an inalienable human right penned in the Constitution of our country. It is the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights are influential to the complete spectrum of its citizens. Madison Consolidated Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

POLICY ON INTERNET SAFETY AND USE

In making decisions regarding student access to the Internet, Madison Consolidated Schools considers its own stated educational mission, goals, and objectives. Madison Consolidated Schools has implemented Internet filtering software on its servers and networked computers to make every attempt to prevent students from accessing inappropriate material. Electronic information research skills are now a fundamental part of preparation of citizens. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources. The corporation expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. The use of the Internet is a privilege, not a right. The discipline policies of the school corporation will apply to any violation of appropriate use of the computer system, the network, and the Internet users may lose access for infractions.

Students utilizing MCS-provided Internet access must first have the permission of and must be supervised by the MCS professional staff. Students utilizing school provided access are responsible for good behavior on line just as they are in the classroom or any other area of the school. The following uses of school-provided Internet access are not permitted:

1. Personal Safety (Restrictions for students only)

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, photographs, etc.
- b. Students will not agree to meet with someone they have met online without their parents' approval and participation.
- c. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or

makes them feel uncomfortable.

2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the district system or to any other computer system through the district system, or go beyond their authorized access.
- b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the district system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.

3. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. Users will not use obscene, profane, lewd, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop.
- f. Users will not knowingly or recklessly post false or defamatory information about a person of organization.

4. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that they find on the Internet.
- b. Users will respect the rights of copyright owners. If a work contains language that specifies acceptable use of that material, the user should follow the expressed requirements.

5. Inappropriate Access to Material

- a. Users will not use the district system to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature).
- b. If a user inadvertently accesses such information, they should immediately disclose that inadvertent access.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. Suspensions and expulsions from a technology program or access will be in accordance with the Corporation's established Due Process Policy.

Madison Consolidated Schools makes no warranties of any kind, neither expressed nor implied, or the Internet access it is providing. The corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The corporation will not be responsible for the accuracy, nature, or quality of the information gathered through corporation provided Internet access. Madison Consolidates Schools will not be responsible for personal property used to access corporation computer, network, or Internet access. The corporation will not be responsible for unauthorized financial obligations resulting from corporation provided access to the Internet.

POLICY ON USE OF CORPORATION COMPUTERS

Madison Consolidated Schools personnel authorized to operate a computer on either a building level network or district wide computer network shall be assigned a user name and a password by the technology department of the district. Passwords will be changed periodically by the user for security reasons. No person is to use any computer or related equipment without proper authorization. In order to become an authorized user, a person must qualify in at least one (1) of the following categories:

Is an employee of Madison Consolidated Schools with an assigned user name and password;

Is a student in the Corporation with an assigned user name;

Is a maintenance person from the computer vendor providing maintenance or repair;

Is a temporary user approved by the Superintendent or his designee.

POLICY OF USE OF THE CORPORATION NETWORK

Members of the Madison Consolidated Schools' network have certain privileges, rights and responsibilities. The responsibilities of users are:

Never share your password or account with anyone. Each individual, student, or faculty has the responsibility for appropriate use of his/her account and will be held responsible for any policy violations traced to your account.

Do not knowingly degrade the performance of the network. Electronic chain letters, listening to Internet radio and Internet music are some examples.

Honor all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law and must be protected.

Do not quote personal communications in a public forum without the original author's prior consent.

Use of the network for any illegal activity is prohibited.

Avoid knowingly or inadvertently spreading computer viruses.

Use appropriate language. Profane and obscene language is not permitted at any time.

Avoid using inflammatory speech. Be courteous and polite.

No downloading or installation of software on corporate network or computers without the approval of the MCS Technology Department.

Members of the Madison Consolidated Schools network have certain network privileges and rights:

Privacy. All members have the right to privacy in the email, documents and files, and management software. However, if a user is believed to be in violation of the guidelines stated in the policy, system administrators may need to gain access to private correspondence or files. System administrators may need to access private files apart of regular maintenance.

Free Access. All members will be granted free access to network services. Exploration of the Internet is encouraged relative to the purposes of the network. It may be necessary to remove personal files if total system storage space warrants it.

Safety. To the greatest extent possible, members of the network will be protected from unwanted or unsolicited contact. Any network community member who receives threatening or unwelcome communications should bring them to the attention of a system administrator.

Intellectual Freedom. The network must be a free and open forum for expression within corporation guidelines. However, the composer of an opinion should be aware that other community members may be openly critical.

Student Use of Email. The use of email by students will be taught in appropriate situations. In all instances, students are responsible for, and are accountable for the content of the email they write and send.

POLICY OF LENDING OF CORPORATION OWNED EQUIPMENT

The Board may lend specific items of equipment on the written request of the user and approval granted by the Superintendent or his designee. Approval will be based on the following provisions:

Corporation owned equipment may be removed for the corporation property by faculty only when such equipment is necessary to accomplish tasks arising from their job responsibilities.

Staff members shall be liable for any damage to or loss of equipment.

Removal of corporation owned equipment from school property for personal use is prohibited.

Adoption Date: October 10, 1995

Amended Date: April 30, 1996

Amended Date: November 28, 2000/Amended Date: December 18, 2001

CHEATING

Any student caught cheating will receive a zero on the assignment, quiz, test, etc. and the parent/guardian will be contacted by the teacher. Discipline may be implemented by the office.

SPECIAL PERMISSION TRIPS

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

LOST AND FOUND

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

SOLICITING

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

BICYCLES

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

DRESS CODE FOR STUDENTS

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

1. General

- a) Students are expected to be well groomed and neatly dressed at all times. Personal appearance of any manner, that is excessively distracting to the educational process, will not be permitted.
- b) All clothing must be clean and in good repair.
- c) All clothing must be free of advertisements for drugs, alcohol or tobacco.
- d) All clothing must be free of derogatory, terrorist, insulting or vulgar messages.
- e) All clothing must be free of any gang related identification.
- f) Nothing shall be worn that is considered detrimental to the educational atmosphere of MCJHS.

2. Shoes are to be worn at all times. Heelys are not to be worn to school with wheel inserts.

3. Shirts, tops and dresses

- a) All garments must cover the torso area completely when the arms are extended upward (bare midribs, fronts, sides or backs are not allowed). Shirts, tops and dresses must have appropriate coverage of the collarbone and neck area (i.e., the straps of a shirt must be seen when the student's hand is flat on the shoulder).
- b) The neckline of all garments must be appropriate for school; no off the shoulder tops.
- c) **Garments of tight spandex or sheer lace fabrics are unacceptable.**
- d) Muscle shirts, see-through shirts, and low-cut shirts that expose cleavage are prohibited.
- e) These articles cannot have rips or tears.

4. Pants, shorts and skirts

- a) These articles of clothing must be worn with the waist band at the natural waistline.
- b) These articles must not sag.
- c) These articles cannot have rips and tears above the knee. Patches are acceptable.
- d) **Tights or leggings must be worn with an over top that is fingertip length when the arm is down by the side.**
- e) **The length of all dresses, skirts, and shorts must be level with, or longer than, the point where the longest finger touches the leg when the individual stands with shoulders relaxed, arm extended, and palm flattened, even when leggings are worn underneath.**
- f) Pajama bottoms or similar bottoms of any kind are prohibited.

5. Coats, heavy jackets and outerwear shall remain in locker during the school day.

6. Accessories - Chains, backpacks, hats, sunglasses and bandannas

- a) No chains may be worn.
- b) Bandannas are prohibited (An exception will be made for bandannas worn as a hair band).
- c) Sunglasses, hats, caps, and scarves must be removed when entering the building and stored in locker.
- d) Backpacks, satchels, and drawstring bags are to be stored in lockers during the school day.

7. Earrings and other jewelry

- a) No distracting or excessive jewelry. This is left to the administrator's discretion.
- b) No jewelry with spikes; no jewelry that could be considered a danger to others may be worn for safety reasons.

FOOD

Food and candy should only be eaten in the cafeteria and in no other part of the building. Please do not keep food in your lockers.

Chewing gum is not allowed at school. Selling of candy, gum, or any other item during the school day is prohibited.

STUDENT LOCKERS

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

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

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

LOCKER RULES

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

1. Use of Lockers

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

2. Locks

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

3. Authority to Inspect

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

4. Inspection of Individual Student's Locker

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

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

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

5. Inspection of All Lockers

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

6. Student Material

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

7. Disposal of Confiscated Contraband

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

8. Involvement of Law Enforcement Officials

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

9. No Rights to Abandoned Property

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

POSTIVE BEHAVIOR INTERVENTION AND SUPPORT SYSTEMS: (PBIS) DEALING WITH STUDENT MISCONDUCT

CONSEQUENCES RESULTING FROM MISCONDUCT

Pupils are expected to maintain good order not only during school hours but also in coming to and going home from school. Each student is expected to practice self-government and try to do that which is right. In an effort to fully implement **Positive Behavior Interventions and Supports** and reduce the loss of instructional time due to out-of-school suspension MJHS will use a variety of corrective strategies that do not remove students from valuable instructional time.

The corrective strategies may include, but are not limited to:

- Contact and/or conference with parent/ guardian –with counselor, team, or assistant principal
- Behavior contracts
- Check in Check out programs
- Attendance contracts
- Adult escort to and from classes
- Reflective activity
- Peer mediation
- Loss of privilege
- Lunch detention
- Before School Detention
- Academic Intervention class
- Bus suspension – see Bus Code of Conduct on at the MCS web site
- Supervised work assignment

A student's misbehavior may result in one or more of the following actions being taken at school if either the following PBIS ideas from above have been tried and have not corrected the problem or the behavior is either a Level II or Level III infraction.

- A. Suspension from class or school (not to exceed 10 school days).
- B. In-School Suspension.
- C. Student being sent home.
- D. Submission of Juvenile Complaint.
- E. School probation.
- F. Contact the Madison Police Department.
- G. Expulsion from school (more than 10 days).

DISCIPLINE INCIDENTS WILL BE CLASSIFIED AS LEVEL 1, LEVEL 2,, AND LEVEL 3 INFRACTIONS:

- Level 1 (minor infractions) – Discipline incidents that can be handled by the teacher and do not warrant a referral to the office. Any behavior that is of low intensity, passive in nature and/or of a non-threatening manner is a Level 1 behavior.

- Level 2 (major infractions) – Discipline incidents that severely interfere with others’ safety and learning that are of a threatening or harmful nature and/or are legal violations and warrant administrative interventions should be considered Level 2 behaviors.
- Level 3 (major infractions) – Discipline incidents that require immediate response from the administration, RTI team, entire staff, and/or community support are Level 3 behaviors.
- Discipline for Level 2 and Level 3 (major) infractions will be done on an elevated-step basis. The school administration retains the option of going to the most severe suspension/expulsion on the first offense depending on the severity of the major offense. Habitual offenders of various different major infractions could also face the maximum suspension of 10 days and/or expulsion.

IN-SCHOOL SUSPENSION/OUT-OF-SCHOOL SUSPENSION POLICY

ANY STUDENT *IN ALL DAY DETENTION* OR OUT-OF-SCHOOL SUSPENSION WILL BE PROHIBITED FROM ATTENDING ANY AFTER SCHOOL ACTIVITIES. AN ATHLETE *IN ISS* ON THE DAY OF AN EVENT WILL MISS *THAT DAY’S* EVENT. IF THERE IS NO EVENT THAT DAY THE ATHLETE WILL MISS THE NEXT EVENT. (Possible exceptions may be band/choir practice and concerts, for which a grade is received.)

ZERO TOLERANCE

1. A student who knowingly possesses, uses, or is under the influence of any narcotic drug, *unauthorized prescription drug (Remember authorized prescription drugs must be filed with the school nurse upon arrival to school)*, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, cannabis, cocaine, benzodiazepine, alcoholic beverage, or intoxicant of any kind on:
 - a) school grounds immediately before, during or after school hours and at any other time when the school is being used by a school group; or
 - b) off school grounds at a school activity, function or event; or
 - c) traveling to or from a school activity, function or event, may be suspended for ten (10) days and the process for expulsion of that student will begin. In the event of a first time offense, the student may be given the opportunity to receive an alternative to expulsion. This decision will be up to the discretion of the building Principal. The one time opportunity shall require the participation in a substance abuse program and/or placement in the Madison Consolidated Schools Alternative Program for at minimum, the balance of the semester. The above alternative to expulsion can only be exercised one time by an individual while he/she is a student in the Madison Consolidated Schools. Repeat offenses will result in expulsion.
2. A student engaged in the unlawful selling of any narcotic drug, controlled substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, cannabis, cocaine, or benzodiazepine, alcoholic beverage or intoxicant of any kind, will be expelled for the remainder of the school year. If the expulsion occurs during the first semester, the building Principal will review the student’s case at the end of the first semester.

SUSPENSION OR EXPULSION

The student due process code enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension, so that the rights of the student concerned are protected. A copy of this Statute is on file in the office of the school and is available upon request. A briefing of this Statute of Indiana Code is cited below.

“Student Discipline and Due Process Statute: The Indiana General Assembly has given school corporations very broad discretion in developing and implementing student discipline rules. In addition to the general statutory grounds of ‘student misconduct’ and ‘substantial disobedience’ as stated in local school rules for suspending and expelling students, the statute of Indiana Code, states in relevant part: a student may be suspended or expelled for engaging in **unlawful activity on or off school grounds** if:

- (1) the unlawful activity may **reasonably be considered to be an interference with school purposes of an educational function**; or
 - (2) the student’s removal is necessary to restore order or **protect persons on school property**; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.”
- (a) The grounds for expulsion or suspension may apply when a student is:
- (1) on school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group.
 - (2) off school grounds at a school activity, function or event, or

- (3) traveling to or from a school activity, function or event.
- (b) Examples of student misconduct and substantial disobedience include but are not limited to the following:
- (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students, to engage in such conduct. The following enumeration is illustrative of the type of conduct prohibited:
 - (A) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - (B) Blocking the entrance or exits of any school building corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (C) Setting fire to or substantially damaging any school building or property.
 - (D) Firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premise for any unlawful purpose.
 - (E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - (F) Continuously and intentionally making noise or acting in any manner to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
 - (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
 - (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
 - (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 - (5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 - (6) Knowingly possessing, handling, or transmitting a knife or gun, or any other object that can reasonably be considered a weapon.
 - (7) Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, *non-authorized prescription drug, over-the-counter drug such as Tylenol Advil, or any over-the-counter medicine*, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision, but *these authorized prescription drugs, along with over-the-counter medicine, must be filed with the school nurse upon arrival to school or the student is subject to suspension*),
 - (8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 - (9) Failing in a substantial number of instances to comply with direction of teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
 - (10) Engaging in any activity forbidden by laws of Indiana that constitutes an interference with school purposes or an educational function.
 - (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law including, but not limited to:
 - A. engaging in sexual behavior on school property;
 - B. disobedience of administrative authority;
 - C. willful absence or tardiness of students;
 - D. possessing, using, or transmitting any substance which is represented to be or looks like a/an beverage, stimulant, depressant, or intoxicant of any kind;
 - E. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - F. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or offensive to school purposes.

- (12) Using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or an educational function.
- (c) In addition to the grounds for expulsion or suspension under subsection (b), a student may be expelled or suspended for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function.
- (d) A student who must use a knife as part of an organized activity held by an organization that has been approved by the Principal of the school is exempt from application of subsection (b)(6) so long as the knife is used as a part of or in accordance with the approved organized activity. (I.C. 20-33-8)

FIREARMS

A student who is:

- (1) identified as bringing a firearm, to school or on school property; or
- (2) in possession of a firearm on school property; must be expelled for a period of at least one (1) calendar year according to Indiana Code, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period. (I.C. 20-33-8)

UNOFFICIAL WRITTEN MATERIAL

I. Rights

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

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

II. Procedures

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

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

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

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

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

If the person is dissatisfied with the decision of the Principal (or his/her designee), the person may submit a written request for appeal to the Superintendent of schools or his/her secretary. If the person does not receive a response within three (3) days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the

lack of response is not due to an inability to locate the person. If the person has made this verification and there is not response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

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

III. Time, Place, and Manner of Distribution

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

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

IV. Definitions

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

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

V. Disciplinary Action

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

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

called.

GENERAL PROCEDURES FOR STUDENTS

Morning Procedures

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

Hallway Procedures

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

Restroom Procedures

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

Lunch Line Procedures

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

Cafeteria Procedures

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

Audience/Convocation Procedures

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

HAVE A GREAT YEAR!

MADISON CONSOLIDATED SCHOOLS EXTRACURRICULAR CONSENT FORM

Please read and complete form. Turn this form in to the Main Office.

Form In Reference to EXTRACURRICULAR ACTIVITIES DRUG TESTING PROGRAM—MCS POLICY 11.18

I have received, read, and understand the “Madison Consolidated Schools Extracurricular Activities Drug Testing Program”. I desire that _____ (**Print Name, Legibly**) participate in this program, and in the extracurricular program of Madison Consolidated Schools, and hereby, voluntarily agree to be subject to its terms while in junior high school (grades 6, 7, 8). I accept the methods of obtaining urine specimen, testing, and analysis of such specimen, and all other aspects of the program. I agree to cooperate in furnishing urine specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing and results provided for this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosures in the program. **This form ONLY needs to be turned in once during a student’s stay at MJHS (Grades 6-8)**

Date: _____ Grade: _____

CONSENT

Student Signature _____ Parent/Guardian Signature _____

**MADISON CONSOLIDATED SCHOOLS
MCJHS HANDBOOK FORM**

Please read and complete form. Turn sheet in to the Main Office.

By my signature, I acknowledge that I have read and understand the Madison Consolidated Junior High School Handbook, including all procedures, rules and regulations.

Student Name: _____

Student Signature: _____

Date: _____

Teacher: _____

Parent/Guardian Signature: _____

Date: _____

THE RULES AND PROCEDURES IN THIS HANDBOOK, ALONG WITH SCHOOL CORPORATION POLICIES, SERVE AS OUR OFFICIAL SCHOOL POLICY.

**MADISON CONSOLIDATED SCHOOLS
INTERNET USE AGREEMENT FOR STUDENTS FORM**

Please read and complete form. Turn sheet in to the Main Office.

Student Name: _____

Street Address: _____

Year of Graduation: _____

Teacher: _____

I have received and read the Madison Consolidated Schools Policy on Corporation-Provided Access to Electronic Information, Services, and Networks. I understand that violations of the policy may result of my access privileges and possible disciplinary action.

Student Signature: _____ Date: _____

Parent/Guardian:

I have received and read a copy of the Madison Consolidated Schools Letter to Parent or Guardian Regarding Internet as well as a copy of the Madison Consolidated Schools Policy on Corporation-Provided Access to Electronic Information, Services, and Networks, and agree to these policies. I understand that there are resources available on the Internet that may be considered inappropriate. I also understand that it may be possible for my student to purchase goods and services via the Internet for which I might be liable. I hereby give my permission for Internet access to be established for the above named student.

Parent/Guardian's Name: _____

Parent Signature: _____ Date: _____