

Addendum to the MGUSC Pre K-12 Handbook  
for Madison-Grant Junior / Senior High School  
2021-22 School Year

# WELCOME!

The faculty, staff and administration welcome you to Madison-Grant Jr./Sr. High School. It is our sincere hope that you will find this academic school year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of MGJSHS is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort on the part of students, teachers, administrators, parents, and the community must exist. We urge your cooperation in this very important venture and assure you that the results will be worth your while.

It is recognized that participation in school activities increases one's academic success. For this reason, all of us at MGJSHS encourage you to become involved in the wide variety of activities that will be available this year. Participation in school activities generates a sense of loyalty and pride. Plan to attend extracurricular events and show your school spirit.

Research has shown that attendance and academic achievement are directly related. Whenever the number of student absences increases, grades drop. Most students who fail in their classes have poor attendance. Many students with numerous discipline referrals to the office also have poor attendance. Being at school on a regular basis is important for your academic success. We encourage you to be at school every day.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as citizens of this school. We encourage you to read this book and be knowledgeable of its contents.

Share your handbook with your parents. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

We wish you the best of luck during this academic year at MGJSHS.

## **SCHOOL NICKNAME & COLORS**

Our school nickname is the "Argylls." Madison-Grant is the only school in the United States with the "Argyll" nickname. An Argyll is a Scottish Warrior. The school is represented at times by a Boar's Head as well as the Argyll. The MGJSHS colors are black and gold.

# GENERAL INFORMATION

## **BUS TRANSPORTATION**

Bus transportation is a privilege provided for our students. They are expected to display the same conduct on the bus as they would in any classroom. RIDING THE SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT.

Students wishing to temporarily ride a different bus must present a note, signed by a parent/guardian, to the main office to receive a bus pass. A parent may also call the main office to make this request. Drivers have been instructed to not admit students who do not have an office pass.

Due to highway traffic, riding a bike or walking to school is not permitted.

## **COATS, BACKPACKS, PURSES, AND ALL OTHER TYPES OF BAGS**

Students are welcome to have and carry these items to and from school. However, these items must be stored and remain inside student lockers throughout the day.

## **DANCES**

School sponsored dances are a fun and important part of student life at MGJSHS. School dances are held 3 – 4 times throughout the year. Dances are sponsored by our Student Council or other clubs and are chaperoned by faculty and parent volunteers. It is expected that students' behaviors meet the expectations of the school day. While the student dress code is relaxed at school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. A high school student requesting to bring a guest who is not a Madison-Grant High School student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of the guest school. The minimum grade level for all guests of a high school dance is ninth grade, and all guests must be under the age of 21. If the guest is not a high school student they must have a limited background check completed. No outside guests are permitted at Junior High dances.

## **ELECTRONIC DEVICES / CELLULAR TELEPHONES**

All electronic devices are to be turned off and put away during instructional times or at the request of school personnel. During the school day, a student has the privilege to use these devices during his or her assigned lunch period or passing period. Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to

violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian.

The use of cellular telephones in locker rooms and bathrooms is prohibited.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cell phone is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

## **FIRE AND TORNADO PRECAUTIONS**

Directions to be followed during a fire drill or a tornado alert are posted in each room. Students should remain quiet throughout an emergency drill or the actual emergency in case special instructions need to be given.

## **GUIDANCE SERVICES**

Guidance services are available to every student in the school. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school and/or social concerns; or any question the student may feel he/she would like to discuss with the counselor. Students wishing to see a counselor should arrange an appointment. Parents are also encouraged to confer with the counselors.

Student initiated schedule changes can be made up to one week before school begins in August. Student initiated schedule changes will NOT be honored at the end of the first semester. Counselors are available two weeks before school begins and two weeks after school ends to make necessary changes to student schedules.

## HEALTH SERVICES

Students becoming ill should report to the secretary in the office. If it is necessary for a student to go home, the parent or guardian will be notified. **NO ASPIRIN OR OTHER MEDICATION WILL BE ADMINISTERED WITHOUT A MEDICAL SLIP SIGNED BY A PARENT.** All medicines (including cough drops) must be kept and taken in the office unless a doctor's statement indicates the student should keep the medication with them at all times.

## LIBRARY/MEDIA CENTER

The library/media center at Madison-Grant Junior/Senior High School is open from 8:05 a.m. to 3:10 p.m.

There are thousands of books available to help you complete homework assignments, provide leisure reading and information about hobbies and other interests. Athena, the computerized card catalog and circulation system, provides ready access to available books.

Career, college, and vocational school information is readily available in the library/media center in books, in career pamphlets, and through COIN, a computerized college and career search.

Several computers are available for student use, providing for word processing, encyclopedia searches, SAT study, general reference searches, and Internet searches. Students must have their student ID cards when using the computers.

## LOCKERS

Each student is assigned to a locker. You are responsible for keeping your locker neat, clean and in good condition. Report any maintenance issues to the office immediately. Drinks and food items should not be kept in your locker. Each locker has a combination and the office maintains a record of it. The school is not responsible for any item removed from any locker. **Do not give your combination to other students.** *NO COMBINATION OR LOCKER CHANGES WILL BE MADE BECAUSE SOMEONE ELSE KNOWS YOUR COMBINATION.* Setting the locker to open without operating the combination is prohibited.

Student lockers are the property of the Madison-Grant School Corporation, and may be opened by the principal or his designee at any time in accordance with the law. Students should not place any item in a locker they would not want viewed by their parents or the principal.

## **LUNCHES**

Our students will eat in the cafeteria. Type A lunches, A la Carte items and salads are available. Students may also purchase snacks if one of the above healthy choices is chosen. No fast food is to be delivered to the students during lunch. However, students may bring their lunch from home in the morning. The lunch program is computerized. The account is debited as the student gets his/her lunch. Accounts may be paid into each day. All students will receive free breakfast and a type A lunch for the 2021-22 school year.

Students are expected to behave in the cafeteria as they would in any restaurant or in their own home. Food throwing and bad manners are not acceptable. Students may be asked to leave the cafeteria if good manners are not observed.

Families who feel they qualify for free or reduced lunches should file an application with the office. This must be done each school year. Those students on free or reduced price lunch will be required to eat a Type A lunch as this program does not provide for A la Carte lunches.

## **STUDENT ARRIVAL**

All Junior/Senior High bus riding students should enter door #2. All students present in the building prior to 7:50am should report directly to the cafeteria unless under the direct supervision of a school employee or school sponsored activity. Student drivers or students being dropped off must enter through doors #6 and #7.

## **STUDENT DISMISSAL**

At afternoon dismissal, bus riding students should exit through doors #2 and #3. Student drivers or students being picked up must exit through doors #6 and #7.

## **VISITORS**

Visitors must “buzz-in” and enter at Door #3 to be permitted entrance to the building. Students from other schools will not be permitted to visit during the school day unless their presence has a direct bearing on a class.

## WORK PERMITS

In order to receive and keep a work permit, students must be in compliance with the corporation's attendance policy (no more than 9 absences per semester) and pass a minimum of 5 subjects each grading period. If a student does not meet these criteria, the student will have his/her work permit invalidated or denied.

# ACADEMICS

## HOMEWORK

**Each individual teacher will have the discretion to create their own homework policy. Teachers must fully disclose their policy to the administration for verification/consent. Teachers will also be expected to inform parents, in writing, at beginning of school year of homework expectations, including specific details for assignment completion and consequences if student does not follow teacher directions. This information must be present in the course syllabus.**

**\*\*Students enrolled in AP/Dual Credit courses will be expected to follow the class/college requirements\*\***

### **I. Purpose:**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Madison-Grant Jr./Sr. High staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments shall include:

- Practice exercises to follow classroom instruction
- Preview assignments to prepare for subsequent lessons
- Extension assignments to transfer new skills or concepts to new situations
- Creative activities to integrate many skills toward the production of a response or product

## **II. Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers.

## **III. Late Work**

Students are expected to turn work in on time. Students who turn in late assignments on a consistent basis will receive any of the following based upon individual teacher discretion.

- full credit
- partial credit
- no credit
- missed reward activity
- communication with parent

Students who miss homework because of an excused absence will receive the opportunity to make up missed work. It's the student's responsibility to get any missing assignments due to illness or absence prior to or upon returning from their absence.

### **Responsibilities of Staff:**

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

### **Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their agenda
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

### **Responsibilities of Students:**

- Write down assignments



- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible, so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time

## **GRADING PROCEDURES**

Progress in classes will be continuously evaluated. A nine weeks grade will be given for each class a student is taking with the exception of study halls. If a student should receive an INC (incomplete grade), he/she will complete the work to the teacher's satisfaction and in accordance with the rules for make-up work for absent students.

Students will receive a grade report at the end of each grading period. The parent and student should review this report together. Progress reports will be sent home midway through the grading period indicating how the student is doing in each of their classes.

## **MAKE-UP WORK DUE TO ABSENCE**

- Students are encouraged to make up missed classroom work, regardless of the reason for the absence.
- Students will be allowed one school day for each day of absence to complete make-up work.
- Excused absences: All work may be made up for full credit.
- Unexcused absence: Tests and assignments representing more than daily classroom credit for the day of absence may be made up for full credit. Daily classroom work will not be given credit for the day of the unexcused absence.
- It is the student's responsibility to request make-up work from their teachers.
- Students or parents may request assignments before 9:00 a.m. after this time it may not be possible to secure all work. If textbooks or assignments are requested, every effort should be made by the parent to secure these materials the day the call has been made to the office.

## STUDENT COUNCIL

The student council is the students' voice in the affairs of the school that involve students and their programs. The student council sponsors school events, honor awards, and other projects and activities that will benefit the school and community.

Members of the junior high council are elected each fall. The council consists of four members of the 7th grade class and four members of the 8th grade class. Student council officers are elected from this group.

Members of the high school council are elected in the fall (9th grade) and the spring (10th, 11th, and 12th grade). The council consists of eight members per class (president, vice-president, secretary, treasurer, and four members).

The aims of the council are as follows:

1. Develop within the individual students a regard for the regulations necessary to a well-ordered democracy.
2. Encourage participation in the affairs of the school by the students.
3. Participation in school service projects.
4. Promote a positive relationship between faculty and students.
5. Develop within students a sense of responsibility for their own conduct.
6. Promote school loyalty and spirit.
7. Provide opportunity for development of potential leaders within the membership of the council.
6. Encourage high standards of scholarship in all of our students.

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian and salutatorian honors at MGHS require eight (8) full semesters of attendance at an accredited high school and a minimum of one full semester of residency during the senior year. **Valedictorian(s) and Salutatorian(s) will be determined by class rank based on cumulative grade point averages through the 8<sup>th</sup> semester.** Actual class rank will be recorded on permanent records for students. Valedictorian and salutatorian students are encouraged to follow the recommended college entrance curriculum suggested by most colleges.

NOTE: Any student wanting to be considered for Valedictorian or Salutatorian must graduate with the Academic Honors Diploma.

## VOCATIONAL SCHOOL

Students attending area vocational schools must be enrolled in a minimum of one class per semester from the sending school. Vocational students who have a minimum 97% attendance rate at vocational school will be permitted to return to Madison-Grant Jr./Sr. High School for pep sessions if arrangements are made with the guidance office at least 3 days prior to each event.

Vocational students must attend vocational school every day it is open, even if Madison-Grant is *not* in session, unless MGJSHS's closure is due to weather. All Madison-Grant Jr./Sr. High School attendance policies apply to students attending vocational school.

## ATTENDANCE

### PRE-ARRANGED ABSENCES

#### COLLEGE VISITATION

Students at MGJSHS are encouraged to use college visitation days with permission of their parent/guardian. Students taking a college day **MUST** do the following:

1. Obtain a form from the Director of Guidance at MGJSHS.
2. Telephone the college and speak to the person they will see during their visit.
3. Provide documentation of the visit upon return to school. (Failing to do so will result in an unexcused absence.)
4. Be in good standing with attendance.
5. Have all current grades of C or higher.

#### FAMILY or PERSONAL BUSINESS

The following guidelines exist for family or personal business absences.

1. Notification of pre-arranged request by a parent to school administration at least 10 days in advance of absence. Form must be obtained from building administration.
2. Parent/guardian must complete their portion of the pre-arranged absence form.
3. Student is responsible for obtaining teacher initials on the pre-arranged absence form.
4. Assignments during the period of absence will be expected on the day of return.
5. Pre-arranged absence form must be turned in to building administration prior to the absence.
6. These absences will count towards the students total allowable absences.

### FINAL ATTENDANCE NOTICE & ALLOWABLE ABSENCE

- A. A student may accumulate nine (9) absences per semester. Absences excused with a doctor's statement giving the EXACT DAYS a student is unable to attend school, because of mental or physical reasons, will not be counted toward the nine (9) days of absence.
- B. An Attendance Notice is sent to parents of students that have accumulated five (5), seven (7), and (9) absences for the semester.
- C. The Grant or Madison County Probation Office will be notified of Final Attendance action. Further absences without a doctor's excuse will be referred for disposition.
- D. Final Attendance Notice requires a doctor's statement indicating the EXACT dates and reasons for all future absences.

- E. Final attendance notice received during the first semester will be withdrawn at the start of the second semester, provided that a referral to the probation office was not initiated due to an absence related problem.
- F. Students receiving out-of-school suspension will be counted as absent on the days they are not in attendance, but the suspension will not count toward the nine (9) allowable days of absence.
- G. Students are expected to make up all assignments that were covered in class during the time they were suspended from school. They will be allowed the same amount of days that they were suspended to make up the work missed. All made up work will count toward the nine weeks grade.

### LEAVING SCHOOL EARLY

- A. Students and or parents should notify the office at the beginning of school day that they or their child will be leaving early.
- B. Students will only be released to parents/guardians unless we have WRITTEN PERMISSION or PHONE CALL FROM THE PARENT indicating who may pick up the student. The person taking the student from the building must sign the student out in the office.

### PARENT NOTES OR PHONE CALLS

- A. **The school office requires a parent telephone call at 536-0032 to report an absence. Phone calls should be made before 9:00 a.m. to avoid an unexcused absence.** The school reserves the right to require a note, signed by the parents, if there is some doubt that the caller is the student's parent.
- B. **Parents may also provide a note giving the reason for a student's absence the day the student returns to school.** A one-day grace period will be given for parents to send in a note. Excuses turned in after this time will be considered unexcused.

Students shall NOT be recorded as absent nor shall they be penalized in any manner in the following instances:

- A. When serving as a page for or as an honoree of the Indiana General Assembly.
- B. When serving on the precinct election board or as a helper to a political candidate or to a political party on the day of an election (secondary students only).
- C. When a student is appearing as a witness in court as the result of a subpoena to appear.
- D. All of the above absences must be arranged in advance with the building principal and verified.

## **STUDENT ATHLETE ABSENCE/PARTICIPATION**

An athlete (including cheerleaders), who is too ill to attend school during the school day, or leaves school early because of illness, will not be permitted to participate in any athletic practice or contest after school or in the evening. Any student ill in the morning but in attendance at school before his/her 5<sup>th</sup> period class may participate in any athletic practice or contest after school or in the evening.

## **TARDIES**

Students are expected to be on time to all classes. **A student will be counted tardy to a class if he/she is not in the classroom when the bell rings. However, if a student has permission from the teacher prior to the beginning of class, or the student returns to class with a pass from an administrator, office staff member or teacher, he/she should not be considered tardy.**

Failure to have the proper admit slip after an absence from class will result in a tardy if the student is unable to get the slip from the office before the bell rings. Any tardy more than 15 minutes to class will be considered an unexcused absence.

1 <sup>st</sup> tardy to a class .....	Verbal warning from teacher
2 <sup>nd</sup> tardy to class.....	Verbal warning from teacher
3 <sup>rd</sup> tardy to a class.....	1 Lunch detention
4 <sup>th</sup> tardy to a class.....	1 Lunch detention
5 <sup>th</sup> tardy to a class.....	2 Lunch detentions
6 <sup>th</sup> tardy to a class .....	1 After School Detention
7 <sup>th</sup> tardy to a class .....	Friday School or 2 After School Detentions

**Note: Accumulation of tardies will start over at the beginning of each semester.**

**Note: Students who drive to school and receive a 5<sup>th</sup> tardy / unexcused absence to their 1<sup>st</sup> period class will receive a driving suspension of 5 school days. During that time, the student will be required to ride the school bus to school or ride to school with an adult, not another student.**

# DISCIPLINE

## MGJSHS Discipline Policy

### Level 1 Infraction - Productive Classroom Environment (Teacher Responsibility)

Level 1 infractions are instances that teachers will handle within their classroom.

- Failure to follow the reasonable request of a teacher
  - Talking out
  - Inappropriate contact with another student
  - Horseplay
  - Disturbing another student in any way
  - Being out of seat without permission
  - Showing disrespect of classmates
  - Improper use of equipment and/or materials
  - Disruptive and/or disrespectful behavior when a substitute is present
  - Sleeping
  - Failure to bring signed materials from home
  - Eating in the classroom without permission
  - Misuse of Hall Passes
  - Being unprepared for class
- Students are expected to be prepared for class. A student will be considered unprepared for a class if he/she does not bring their book, paper, writing utensil, or any other materials that certain classes require. Some teachers may require different materials for their class than others. (P .E. requires gym clothes, art class requires art materials)

Consequences for Level 1 infractions follow the Discipline Policy Ladder

Every Semester you start over.

1<sup>st</sup> offense in a class - Verbal Warning

2<sup>nd</sup> offense in a class - Written warning

3<sup>rd</sup> offense in a class - Phone call home

4<sup>th</sup> offense in a class - After School Detention assigned by the Teacher/counselor

5<sup>th</sup> offense in a class - Friday School assigned by the Principal

6<sup>th</sup> offense in a class - 1 Day of ISS assigned by the Principal

7<sup>th</sup> offense in a class - 3 days of ISS assigned by the Principal

8<sup>th</sup> offense in a class – suspension from school

## **Level 2 Infraction - Orderly Environment (Principal Responsibility)**

Level 2 Infractions are infractions that get automatically referred to the building principal.

The consequences for these infractions can range from a Principal/Student Conference to 5 Days Out of School Suspension.

- Verbal Arguments
- Disrespect of teachers and other school staff
- Inappropriate language and gestures
- Gambling
- Forgery and filing false reports of any kind
- Violating the Madison-Grant computer acceptable use policy
- Failure to report to detention
- Inappropriate display of affection
- Destruction or defacement of school property
- Inappropriate material
- Solicitation (selling unauthorized items at school)
- Being in the hallway without a pass
- Skipping class
- Disruptive behavior while on the bus
- Disruptive behavior before and after school
- Disruptive behavior at a school activity
- Disruptive behavior in the cafeteria
- Disruptive behavior in the hallway
- Harassment/bullying
- Defiance

## **Level 3 Infraction - Safe Environment (Principal Responsibility)**

Level 3 Infractions are infractions that get automatically referred to the building principal.

These infractions are the most serious and require immediate intervention. The consequences for these infractions range from 1 Day OSS to Expulsion.

- Weapons
- Theft
- Fighting - assault or battery of any kind
- Intimidation and extortion threats/verbal assault
- Gross disrespect toward an adult (cursing, name calling)
- Alcohol/Drugs/Tobacco (possession, sale, or use of)

- Sexual harassment of any kind
- Arson
- Explosive Devices (possession or use of)

## **CO-ED BEHAVIOR**

Boy/girl relationships at school and school functions should exhibit mature judgment. Students are expected to refrain from outward displays of affection beyond simple hand holding. Failure to follow simple rules will result in the following:

First Infraction -- Administrative conference and/or parent notification

Second Infraction – Detention(s), Friday School, or possible I.S.S./O.S.S.

## **DETENTIONS (*After School / Friday School*)**

After School Detentions will be held every Tuesday/Thursday throughout the school year from 3:15-4:15. *Friday school will be used every other Friday after school from 3:15 to 5:15.* Failure to serve a scheduled detention without prior administrative approval is considered unexcused and subject to the following discipline:

- 1<sup>st</sup> Offense: Initial Consequence (x2)
- 2<sup>nd</sup> Offense: Initial Consequence + 1 Day I.S.S.
- 3<sup>rd</sup> Offense: Initial Consequence + 3 Day I.S.S. + loss of driving privileges for 10 days for student drivers
- 4<sup>th</sup> Offense: Initial Consequence + 1 Day O.S.S. and loss of driving privileges for 20 days for student drivers
- 5<sup>th</sup> Offense: 3 Day O.S.S. and loss of driving privileges for remainder of the semester

## **VAPING / SMOKING / TOBACCO**

Students are not permitted to smoke or vape on school property or at any school activity. Students are also not to have any form of tobacco or e-cigarette product in their possession or in their lockers while at school. Violation of this policy will result in confiscation of the tobacco/e-cigarette product and disciplinary action.

The disciplinary action for smoking, using smokeless tobacco or the possession of tobacco products on school property or at any school activity is as follows:

- 1<sup>st</sup> Offense: 3 days O.S.S.
- 2<sup>nd</sup> Offense: 5 days O.S.S.
- 3<sup>rd</sup> Offense: 10 days O.S.S. and due process for expulsion



# EXTRA-CURRICULAR

## ATHLETIC SOCIAL MEDIA POLICY

“Creating or distributing information including information distributed via e-mail, social-media, or through a web site, that results in or is likely to result in the disruption of an educational function, advocates a violation of law or a student conduct rule, is sexually explicit or obscene, is libelous, slanderous or defamatory, or invades the privacy of an identified or identifiable person.

Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded they serve as representatives of their team, the athletic program, and the Madison-Grant United School Corporation.

Texting, tweeting, and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and unbecoming of a Madison-Grant student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, due to the Athletic Code or other policy, will be considered in violation and subject to athletic discipline or suspension per policy guidelines.”

## EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in and/or attend extra-curricular activities. Standard school rules apply to behavior at each of these events.

1. Band and Choir Concerts. They participate in evening performances and contests at different times throughout the school year. Jazz band is also available.
2. Cheerleaders. Cheerleader selection will be made in the spring.
3. Sports. Before any student can participate in an MGJSHS athletic program, he/she must turn receive a green card from the athletic department office. In order to receive a green card, the student must have turned in a completed physical form, signed by a physician and the parent, a signed athletic code, a signed concussion acknowledgement form, a signed sudden cardiac arrest acknowledgement form, and a signed Community Hospital form. Students must also be covered by either their parent’s insurance policy or the student insurance policy and meet all academic eligibility requirements. Physicals for the present school year must have been obtained after April 1. Athletes with a doctor’s statement releasing them from participation in P.E. classes shall not compete in extracurricular activities after school.
4. Field trips or academic activities that are held off school grounds. There are also other trips that are part of the school’s co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance and other school rules apply to all school field trips. Violations may result in loss of privilege to go on field trips. While the Corporation encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

MGJSHS is a member of the Indiana High School Athletic Association (IHSAA) and the Central Indiana Conference (CIC). These two groups provide regulation with regard to rules and season length. They also conduct a number of tournaments and meets in most all of the sports we offer to our students. These sports are listed below:

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross-Country (JH/HS)	Basketball (JH/HS)	Track and Field (JH/HS)
Football (JH/HS)	Wrestling (JH/HS)	Baseball (JH/HS)
Volleyball (JH/HS)		Softball (JH/HS)
Boys Tennis (HS)		Girls Tennis (HS)
Girls Golf (HS)		Boys Golf (HS)
Tennis (JH)		

### **EXTRA-CURRICULAR ELIGIBILITY – 5133**

The Madison-Grant United School Corporation expects secondary (Grades 7-12) students involved in extra-curricular activities to maintain a successful academic standing. To encourage academic success, this policy is adopted. For the purposes of this policy, an extra-curricular activity shall be defined as an activity for which the coach or sponsor is eligible to receive compensation under the Extra-curricular Salary Schedule found in the Master Agreement with the Madison-Grant Teachers Association.

Any extra-curricular activity which is a requirement for a class is exempt from this policy.

1. A student must have a 1.67 Grade Point Average (GPA) or higher during any grading period in order to be eligible for participation in any extra-curricular activity as defined in this policy.
2. For a student who receives one failing grade (F) in any subject during a grading period:
  - a) If the student has a 1.67 GPA or higher he/she shall be granted a waiver and would be allowed to participate in contests and practice.
  - b) If the student has a GPA below 1.67 he/she may participate in athletic practices but is not eligible to participate in athletic contests for the next grading period.
  - c) It is the responsibility of the individual building administrators and counselors to develop an academic intervention plan. The students outlined in both (a) and (b) above would be required to participate in the academic intervention plan to maintain their active standing with the team.

3. Students receiving an F grade on a grade report in two successive grading periods will be ineligible to participate in extra-curricular activities until such time as a grade report indicates all grades are passing and their GPA is 1.67 or higher.
4. A student who receives two or more failing grades (F) in any subject during a grading period shall be declared ineligible to participate in any extra-curricular activity for the next grading period. In addition, if the student is an athlete, he or she shall not be allowed to continue practicing with the team.
5. Madison-Grant athletes (**managers, cheerleaders, IHSAA licensed sports**), to be eligible, must follow the board approved extra-curricular eligibility policy **and must be enrolled in a minimum of 5 credited classes**. At Madison-Grant Jr./Sr. High School, athletics can be a very important part of one's high school experience, but the academic commitment is and always will be the most important goal we have. We expect our student-athletes to work to their potential in the classroom in order to become outstanding citizens in our community.
6. A student who has "Special Needs" (defined as special education, Section 504, and LEP) shall be covered by his or her Individual Education Plan as it relates to this policy.
7. For purposes of this policy, a grade report shall mean: A, For junior high students, only report cards (nine weeks) grade reports and semester grade report. B. For high school students, only report cards (nine weeks) grade report and semester grade report.
8. Students entering grade seven and grade nine will not be determined ineligible because of a failing grade(s) received the previous spring. Those students shall start the seventh and ninth grade year eligible to participate in extracurricular activities.
9. Students who wish to participate in athletics must meet:
  - (A) Eligibility requirements under this policy
  - (B) any applicable requirements of the IHSAA
  - (C) all other school, athletic department and team rules

## **TECHNOLOGY RESPONSIBLE USE POLICY**

The following document outlines Staff, Student, and Guest responsible use of Internet, Computer Equipment, and other Technology while on or off Madison-Grant United School Corporation's campuses.

### **Technologies Covered**

MGUSC may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, message boards, e-mail and more. This policy applies to privately-owned devices accessing the MGUSC network, Internet connection, and/or private networks/Internet connections while on school property. MGUSC will not be liable for communication sent via personal devices. As relevant new

technologies emerge, MGUSC will seek to provide access to them. The policies outlined in this document cover all available technologies now and in the future.

### **Access to Electronic Media**

- All use of the Corporation provided network/Corporation owned hardware must be in support of education and consistent with the purposes of the Madison-Grant United School Corporation and not for commercial or for-profit purposes.
- Any use of the network/Corporation owned hardware for product advertisement or political lobbying is prohibited.
- Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Users shall protect the security of their account
- Access to online content via the network will be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Users shall not intentionally seek information on, obtain copies of, or modify files or other data or passwords belonging to other users on the network/Corporation owned hardware.
- All communications and information accessible via the network/Corporation owned hardware should not be assumed to be private.
- Using an Internet filter and other technologies, Madison-Grant United School Corporation makes a reasonable effort to ensure students’ safety and security. However, the Corporation will not be held accountable for any harm or damages that result from the use of school technologies.
- Hardware or software configurations shall not be destroyed, modified, or abused in any way.
- Malicious use of the network/Corporation owned hardware is prohibited.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network/Corporation owned hardware.
- Use of the network/Corporation owned hardware to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network/Corporation owned hardware is prohibited.
- The installation of copyrighted software for use on School Corporation computers is at the discretion of the Administration.
- The Madison-Grant United School Corporation reserves the right to log Internet use and to monitor file server space utilization by users and make determinations on whether specific uses of the network/Corporation owned software/hardware are consistent with the acceptable use practice.

### **MGUSC Google Accounts**

All MGUSC students are provided access to Google For Education Workspace accounts. This allows access to the core Google services such as, but not limited to Google Mail, Google Drive, Google Calendar, etc. In addition, we also allow students to access certain other Google services with their Google For Education Workspace accounts. Specifically, students may have access to the following “Additional Google Services:” Google Earth, Google CS First, Google Applied Skills, and other services that fall under “Additional Google Services.” The accounts are maintained and monitored by the Technology

Department at MGUSC. Access to these tools can be restricted or removed from students at the request of administrators. .

### **Digital Citizenship & 21st Century Skills**

MGUSC teachers and staff will provide students with resources to help them make sound decisions regarding appropriate behavior and conduct on-line. We encourage you to study the International Society for Technology in Education Standards at: <https://www.iste.org/standards>

### **Social Media / Collaborative Content Tools**

Recognizing the benefits collaboration brings to education, MGUSC may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to conduct themselves in an exemplary manner, using appropriate, safe and mindful language. Posts, chats, sharing and messaging may be monitored by staff. Users should be careful to never share personal information in an on-line forum.

Updated 03-11-2021

## **CHROMEBOOK POLICIES AND PROCEDURES**

### **Google Chromebooks**

MGUSC provides students grades K-12 with a Chromebook Device. This is the cornerstone to the two part goal of the Corporation leadership to “Make Learning Irresistible” and grant access to “24/7 Anytime Learning.” These devices are provided to students for educational purposes only. Policies and procedures have been adopted for responsibility and handling of these devices.

### **Guidelines**

The following section outlines the day to day guidelines and responsibilities for using the Madison-Grant United School Corporation issued Chromebook Device. This document clearly defines acceptable usage and consequences for not adhering to the usage guidelines. Enforcement of these guidelines is subject to the administrators, teachers, staff, and technology support staff of Madison-Grant United School Corporation.

The following statements represent the students’ agreement about the responsible use of technology.

#### **As a student, I will:**

- Take care of my device, charger, and case. I will return all three to the school in the same condition as it was issued to me.
- Keep my device in its case at all times.

- Keep my charger at home.
- Come prepared to class everyday with a fully-charged, working device and completed work.
- Use digital devices, networks, and software on and off campus for educational purposes.
- Keep my personal information (including home/mobile phone number, mailing address, and username/password) and others' personal information private.
- Show respect for myself and others when using technology including social media.
- Give acknowledgement to others for their ideas and work.
- Should use appropriate language; and should only communicate with other people as allowed by the district policy.
- Report devices that are damaged, broken, lost, stolen, or not working properly immediately to your teacher or Technology Department of MGUSC staff.
- Report inappropriate use of technology immediately to any MGUSC staff member.

As a Student/Staff, I will not:

- Share my password with others.
- Place food or drink on or near any device.
- Store the device at home near pets or liquids.
- Remove any identification tags/stickers.
- Place stickers, labels or any drawings on the device or case.
- Place heavy objects on top of the device. i.e. textbook, backpack, etc.
- Trade or swap my device with any other students.
- Access or attempt to access other people's files, private communications, schoolwork, programs, or resources without their permission.
- Use inappropriate language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Take pictures and/or record audio/video without the consent of a staff member.
- Search for, possess, forward, send, read, view, or copy inappropriate pictures or information.
- Damage, change, or tamper with the hardware or network in any way.
- Send personal information, open files, or follow links from untrusted origins. Updated 03-11-2021

### **Lost, Stolen, or Damaged Devices**

All devices and components will be covered under the Chromebook damage waiver enrollment process. Devices and components are checked periodically throughout the school year. Students are responsible for the device at all times, including the carrying case and stylus, if applicable. Students are required to use the carrying case to store the device while not in use. Any device that is misplaced or lost will attempt to be recovered. Students are ultimately responsible for any lost, stolen, or damaged devices. Parents will be invoiced for any lost, stolen, or damaged device or associated components, unless theft has been determined.

## **Restrictions and Privacy**

All devices have content filtering that applies outside of school as well. Students should have no expectation of confidentiality or privacy with respect to any usage of the device, regardless of whether that use is for school-related purposes or not, other than as specifically provided by law. MGUSC may, without prior notice or consent, log, supervise, access, view, monitor, and record use of a student device at any time for any reason related to the operation of the district. Teachers, school administrators, and the technology department at MGUSC may run usage reports as deemed necessary. If usage is inappropriate, disciplinary action may be taken. Parents and guardians are highly recommended to monitor their student's device usage at home. Working together as a team, our goal is for students to remain safe while using devices to leverage the best educational experience available.

MGUSC Staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA). Due to HIPAA, FERPA, and other Federal and State laws, staff must keep confidential information safeguarded from unauthorized users.

## **Inappropriate Content and Security**

Inappropriate content on the student or staff device will be handled on a case-by-case basis. This can include search history and whether or not the history was populated by the student. Sharing of devices is prohibited for this reason. Students are not to engage in illegal use of a proxy and/or a breach of security, whether intentional or allowing someone else to bypass security for means of achieving blocked content.

## **Bullying**

Please consult the student handbook for policies pertaining to bullying. However, cyberbullying can look much different than in person bullying. Parents, students, teachers, and technology department at MGUSC staff all have a very real responsibility when it comes to identifying and notifying administration of any cases they may think are classified as cyber bullying to ensure a safe online learning experience for all learners. Students also have access to a "Quick Tip" anonymous reporting form through the website.

## **Repairing Devices**

- All repairs, inspections, and replacements of chromebooks and their peripherals MUST be made through the Technology Department at MGUSC.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen, casing, etc. Doing so will void the warranty on normal wear & tear and families will be responsible for the cost of repair or replacement.

## **Loaner Devices**

- Loaner devices MAY be issued to students when they leave their school-issued device for repair.
- A student borrowing a loaner device will be responsible for any damage to or loss of the loaned device.

Updated 03-11-2021

- Students having their school-issued device repaired may be allowed to take their loaner device home.
- A member of school staff or the Technology Department of MGUSC will contact the student when their device is repaired and available to be picked-up. At this time, the loaner device must be returned.

## **New/Transfer/Withdrawal Policies**

When students move in or leave the Madison Grant United School Corporation, buildings have policies for collecting assets (books and other school owned materials). Student devices will be addressed in the same manner. Devices, chargers, and bags need to be returned to the main office in each building prior to leaving MGUSC.



## **MGUSC EXTRACURRICULAR TECHNOLOGY POLICY**

Students who participate in extracurricular activities, including; sports, academic teams, choir/band competitions, etc. may want to take their device with them to competitions.

A coach has the discretion to request/require a participant bring their device to an event for the purpose of instruction. If this occurs, the coach will make arrangements for the student athlete to safely store their device in a locked secure area.

### **Violations of This Policy**

I, the undersigned, have read, understand, and agree to abide by the Responsible Use Policies for the Madison-Grant United School Corporation and the Internet. Further, I understand that failure to adhere to these policies could result in disciplinary issues, including;

- Conference with school administrators
- Notification to parents of behavior and/or actions;
- Suspension of network, technology or computer privileges;
- Detention or suspension for school-related activities;
- Employment disciplinary action; up to and including termination of employment;
- Legal action and/or prosecution

Student/Staff Name Printed: \_\_\_\_\_ Date \_\_\_\_\_

Student/Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_

Guardian of Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Grade: \_\_\_\_\_