

Madison-Grant United School Corporation



STAFF/VOLUNTEER HANDBOOK

Madison-Grant United School Corporation
Employee/Volunteer Handbook

Table of Contents	Page
Employee/Volunteer Handbook Signed Receipt	3
MGUSC Mission Statement, Vision & Core Values	4
Nondiscrimination and Equal Employment Opportunity	4
Contact Information for Title IX/Anti-Harassment, Section 504, McKinney Vento,	
Indoor Air Quality	5
Payroll Direct Deposit/Pay Stub Delivery	6
Payroll Deductions	6-7
Tax-Sheltered Annuities (TSA)	7
Workers Compensation Notice	8
Family & Medical Leave Act	9
COBRA Coverage	9-11
Staff Evaluations	11
Employee Records	11
Personal Background Checks and Mandatory Reporting of	
Convictions and Arrests	11-15
Title IX Discrimination, Anti-Harassment and Complaint Procedures	15-16
Jury Duty/Court Appearance	17
Use of Tobacco By Professional Staff	17
Acceptable Use of Technology	18-22
Policies & Administrative Guidelines	23

Employee/Volunteer Handbook

This handbook is intended to inform corporation employees and volunteers of selected laws, policies, rules and regulations impacting the operation of the Madison-Grant United School Corporation. It is not intended to contain every law, policy, rule or regulation which governs the operation of the schools, or which impact employment or volunteer activity. Employees and volunteers should be familiar with the types of information included in this booklet.

Other Sources of information regarding corporation rules, policies, laws and regulations include:

1. Master Agreement with the Madison-Grant Teachers Association
2. Madison-Grant School Board Policies - [Available on the Corporation Website](#)
3. State of Indiana code (Laws), and Rules of State Agencies
4. Federal Laws and Rules of Federal Agencies

This handbook does not, and is not intended to, create any guarantee of employment, and this handbook is not intended to create a contract of employment. The Madison-Grant United School Corporation has the right to modify or terminate policies or practices, at its sole discretion, following any applicable law(s).

Please sign and date below showing that you have received the Madison-Grant Employee/Volunteer Handbook.

Employee/Volunteer Name

Printed Name

Date

Madison-Grant United School Corporation Mission Statement

The mission of MGUSC is to: Inspire, Cultivate and Promote excellence in every Argyll.

Madison-Grant United School Corporation Vision

Madison-Grant is an innovative education community empowering students to be future ready.

Madison-Grant United School Corporation Core Values

1. Integrity
2. Continuous Improvement
3. High Expectations
4. Accountability
5. Data Driven Decision-Making
6. Teamwork
7. Safety
8. Alignment

Nondiscrimination and Equal Employment Opportunity

The Madison-Grant Board of School Trustees (School Board) does not discriminate on the basis of religion, race, color, national origin, sex, disability, age, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. This is non-discrimination policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every supervisory personnel and employee to conscientiously follow this policy. Any employee having questions regarding this policy should discuss them with the Superintendent.

The Superintendent will ensure the Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. Madison-Grant United School Corporation will fully comply with the provision of the Americans with Disabilities Act of 1991 as amended.

Contact Information for Title IX/Anti-Harassment, Section 504, McKinney Vento,
Indoor Air Quality

Employment, educational services, programs, instruction, and facilities will not be denied to anyone in the Madison-Grant United School Corporation as the result of his or her age, race, color, national origin, sex, religion, or handicapped condition. For further information, clarification, or complaint, please contact the following persons:

Title IX/Anti-Harassment Coordinators

Mrs. Meylissa Stanley
Madison-Grant Guidance Department
11580 S - E00W
Fairmount, IN 46928
(765) 536-0032
mstanley@mgusc.k12.in.us

Mr. Steven Vore
Madison-Grant Administration Office
11580 S - E00W
Fairmount, IN 46928
(765) 536-0008
svore@mgusc.k12.in.us

Section 504 Coordinator

Mrs. Kimberly Whybrew
Madison-Grant Special Services
11580 S - E00W
Fairmount, IN 46928
(765) 536-0032
kwhybrew@mgusc.k12.in.us

McKinney Vento Coordinator

Mrs. Kimberly Whybrew
Madison-Grant Special Services
11580 S - E00W
Fairmount, IN 46928
(765) 536-0032
kwhybrew@mgusc.k12.in.us

Indoor Air Quality Coordinator

Mr. Steven Vore
Madison-Grant Administration Office
11580 S - E00W
Fairmount, IN 46928
(765) 536-0008
svore@mgusc.k12.in.us

Payroll Direct Deposit/Pay Stub Delivery

All employees are required to directly deposit their pay. Forms can be obtained from Teresa Riggs (triggs@mgusc.k12.in.us) in the Central Office. Teachers and Staff shall access their pay stubs on the MGUSC website (<http://www.mgusc.k12.in.us/Home>). An email will also be sent to Teachers and Staff the Wednesday of payroll with a copy of their pay stub.

Payroll Deductions

6520 - PAYROLL DEDUCTIONS

For those employees not covered by the terms of a negotiated agreement, the School Board authorizes that certain deductions may be made from an employee's paycheck upon receipt of proper written authorization on the appropriate form. Subject to I.C. 22-2-6-2 and other applicable law, deductions may be made for:

- A. Federal, State, and local income tax;
- B. Social Security and Medicare (FICA);
- C. Indiana State Teachers Retirement Fund or Public Employees Retirement Fund;
- D. county local option income tax;
- E. Section 125 deductions (cafeteria plans);
- F. Section 403(b) deductions;
- G. payment of group health or life insurance premiums for a plan in which at least ten (10) percent of the School Corporation's employees participate;
- H. purchase of equipment or tools necessary to fulfill the duties of employment at an amount not to exceed the direct cost paid by the Corporation to an external vendor for those items.

Employees shall notify the Corporation's administrative offices in writing if they wish to participate in this payroll deduction program. Any payroll deduction agreement provided by an employee must otherwise comply with all of the provisions of applicable law and may be terminated as said law provides upon notice given in writing by either party.

To the extent permitted by law, the Board also declares its willingness to enter into an agreement with any of its employees whereby the employee agrees to take a reduction in salary with respect to amounts earned after the effective date of such agreement in return for the Board's agreement to contribute such withheld amounts to an employee benefit plan described in section 403(b) or 457(b) of the Internal Revenue Code, which has been made available by the Corporation ("403(b) or 457(b) Plan"). Such contributions will be subject to the terms and conditions of the employee's salary reduction agreement and the Corporation's administrative guidelines that are adopted from time to time with respect to the 403(b) or 457(b) Plan, including the following:

- A. Amounts withheld at an employee's election for contribution to a 403(b) or 457(b) Plan will only be forwarded to a company/vendor that has been previously approved by the board and continues to remain on the Board's approved list of vendors.
- B. An employee must complete a standard salary reduction agreement that has been pre-approved by the Corporation.
- C. By providing employees with payroll deduction services for contributions to a benefit plan, the Board is not providing any financial advice to employees.
- D. The Board does not guarantee the return or quality of any tax-sheltered annuity, mutual fund, or other investment selected by an employee, and it is intended that the Board and the Corporation shall have no liability whatsoever for any investment alternative offered by an approved vendor or selected by an employee.
- E. All costs incurred in the administration of the 403(b) or 457(b) Plan and corresponding investment fees shall be paid from the assets of the applicable 403(b) or 457(b) Plan.

Tax-Sheltered Annuities (TSA)

- 1. A company will be recognized to write TSA's in the school district when 20% or more employees indicate in writing a desire to have that company write their annuity.
- 2. Once a company is recognized to write TSA policies with the district, that privilege will be retained as long as any one employee retains their policy unless this privilege is revoked by the school district for misrepresentation by the company or other just cause.
- 3. Each employee is provided the opportunity to participate in a voluntary tax-sheltered annuity program. Enrollment must be completed within 60 days of employment. If the employee does not enroll in the plan within 60 days, the Corporation contribution will be forfeited. If the employee wishes to enroll after 60 days, the Corporation contribution will begin after receiving notice of enrollment. Members may change the contribution amount at any time during the school year. An agreement for a reduction in wages for a TSA will remain in effect for subsequent years unless canceled by the employee.
- 4. The school district does not approve any TSA company. The district only agrees to make payroll deductions for the employee.
- 5. Any complaint of unfair practices or misrepresentation on the part of any agent or company shall be made in a signed statement to the Superintendent.
- 6. Payroll deducted contributions will be sent to the TSA vendor after each payroll from which it was deducted.
- 7. Fringe benefits including life insurance, income protection insurance (Long-term disability insurance), health, dental, and vision insurance are effective the first day of the month following the teacher's first working day.

Noble Financial: Mark Wilcoxon, Co-founder
10201 N Illinois St., Suite 300
Carmel, IN 46290
Phone: 317-703-3332

Worker's Compensation Notice

Your employer is required to provide for payment of benefits under the Worker's Compensation Act of the State of Indiana.

Any employee who is injured while at work should report the injury immediately to their supervisor AND call the 24/7 Nurse Triage at 855-262-9879 to report the injury and receive assistance in finding appropriate medical care.

The worker's compensation insurance carrier or the administrator for Madison-Grant United School Corporation is:

Madison-Grant United School Corporation
Allison McGuire
11580 S - E00W
Fairmount, IN 46928
(765)536-0008

For more information about rights or procedures under the Indiana Worker's Compensation System, call or write:

JWF Specialty Company
600 East 96th Street
Suite 425
Indianapolis, IN 40996
Phone: (317) 706-9500

Family and Medical Leave

Eligibility Requirements:

1. Been employed with Madison-Grant United School Corporation for at least 12 months (does not have to be consecutive).
2. Has at least 1,250 hours of service with Madison-Grant United School Corporation during the 12 month period immediately preceding the leave.

Leave Entitlement:

1. Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:
 - a. The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
 - b. To care for a spouse, son, daughter, or parent who has a serious health condition;
 - c. For a serious health condition that makes the employee unable to perform the essential function of his or her job; or
 - d. For any qualifying emergency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status.

Notice:

1. Employees generally must request leave 30 days in advance when the need for leave is foreseeable. When the need for leave is unforeseeable, employees must provide notice as soon as possible and practicable under the circumstances.

Please contact the Benefits Coordinator/Human Resources and Payroll regarding FMLA leave:

Allison McGuire- HR/Benefits Coordinator: amcguire@mgusc.k12.in.us

Teresa Riggs- Payroll/Personnel: triggs@mgusc.k12.in.us

COBRA Coverage

On April 7, 1986, a federal law was enacted which required most employers who sponsor group health (includes dental and vision plans) insurance plans to offer employees (and their families) a temporary extension of their group health (includes dental and vision) insurance coverage ("continuation coverage) in certain situations where normally their coverage would end. This law is often referred to as the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), as amended from time to time. This notice is intended to summarize for you the rights and obligations which you have, under the continuation coverage provisions of COBRA. BOTH YOU AND YOUR SPOUSE SHOULD TAKE THE TIME TO READ HIS NOTICE CAREFULLY.

If you are an employee covered by a group of health (includes dental and vision) insurance plan, you have a right to choose continuation coverage if you would otherwise lose coverage because of a reduction in your hours of employment or a termination of your employment.

If you are the spouse of an employee covered by such a group health (includes dental and vision) insurance plan, you have a separate right to choose continuation coverage for yourself.

If you would otherwise lose coverage due to any of the following reasons:

1. Death of your spouse
2. Divorce or legal separation from your spouse
3. Reduction in hours, or termination, of your spouse's employment.
4. Your spouse becomes entitled to Medicare
5. Bankruptcy of your spouse's employer

In the case of a dependent (other than a spouse) of an employee covered by such a group health (includes dental and vision) insurance plan, they also have a separate right to choose continuation coverage, if they would otherwise lose coverage due to any of the following reasons:

1. Death of the employee
2. Divorce or legal separation for the employee and their spouse
3. Reduction in hours, or termination, of the employee's employment.
4. The employee become entitled to Medicare
5. Bankruptcy of the employee's employer
6. The dependent ceases to be a "dependent" under the terms of the group health insurance plan

Under the law, the employee (and their spouse) is responsible for informing us in the event of a divorce, legal separation, or a dependent's loss of "dependent" status.

If we are notified that any of the events identified has occurred, you will be notified that you have a right to choose continuation coverage at that time for a certain period of months. You will then have at least 60 days from the date of the actual "Qualifying Event" in which to determine whether or not you desire continuation coverage.

At that time, if you do not choose continuations coverage, or fail to elect within the appropriate time, your health, dental and/or vision insurance coverage will end.

If you do choose continuation coverage, you will be offered coverage which is identical to the coverage available to similarly situated employees and dependents under the plan. You may continue your coverage for up to 36 months, unless you lost coverage due to a reduction in hours or termination of employment, in which case you qualify for up to only 18 months* (A second Qualifying Event may allow you to extend coverage, but never past an aggregated total of 36 months). However, even if you choose continuation coverage, such coverage may be terminated earlier if any of the following occurs:

1. We no longer provide group health (includes dental and vision) insurance coverage to any of our employees
2. Your premium is not paid in a timely manner
3. You become entitled to Medicare
4. You become covered under another group (includes dental and vision) insurance plan which either does not have a pre-existing clause, or has a pre-existing clause which no longer applies to you **

*If you, or your spouse, or any other dependent, is or becomes qualified for disability benefits under Social Security, you/they may automatically qualify for up to 29 months of continued coverage. However, you must notify us within 60 days of Social Security's determination of disability in order to qualify. And, the premium for months 19-29 may increase substantially. Also if you/they subsequently lose "disabled" status, we must be notified of that within 30 days.

**If you become covered under another group health (includes dental and vision) insurance plan which has a pre-existing clause applicable to you, you may be allowed to continue your COBRA Coverage, to ensure coverage for that condition.

Staff Evaluations

All teachers will be evaluated each year using Madison-Grant United School Corporation's evaluation rubric. The Staff Evaluation Handbook can be found on the Madison-Grant United School Corporation's Website: [Teacher-Evaluation-Plan](#)

All classified employees will be evaluated annually by their supervisor utilizing the Classified Staff Evaluation Tool found at [Standard for Success](#).

Employee Records

Employee records are generally kept confidential pursuant to state and federal law and the policies of Madison-Grant United School Corporation. Access to employee records shall be limited to the employee, designated school officials, and personnel supervising the employee. Designated school officials include district level staff and supervisors.

Personal Background Checks and Mandatory Reporting of Convictions and Arrests

Madison-Grant United School Corporation reserves the right not to employ any applicant whose criminal history record indicates an arrest or conviction for a felony, crimes against persons, drug-related crimes, job-related crimes, repeated arrests, offenses that pose a risk to children, or any other criminal activity judged to be improper for a school employee.

Effective July 1, 2017, Madison-Grant United School Corporation is required by HEA 1079 to complete an expanded criminal history check and expanded child protection index check for

[Updated 2023-2024](#)

new employees. The initial cost of the criminal history check is the responsibility of the employee. Madison-Grant United School Corporation will cover the cost of the criminal background check every five years of employment. Madison-Grant United School Corporation reserves the right to obtain criminal record information and/or an expanded child protection index check on any employee at any time.

4121 - PERSONAL BACKGROUND CHECKS, REFERENCES, AND MANDATORY REPORTING OF CONVICTIONS AND SUBSTANTIATED CHILD ABUSE AND ARRESTS

To protect students and staff members, the School Board requires an inquiry into the personal background of each applicant the Superintendent recommends for employment on the School Corporation's support staff.

Such an inquiry shall also be made for substitutes.

The Superintendent shall establish the necessary procedures for obtaining personal background information on each applicant recommended for employment on the Corporation's support staff which shall include the following:

- A. an Indiana expanded criminal history check as defined by I.C. 20-26-2-1.5
- B. an expanded child protection index check in other states
- C. an expanded child protection index check as defined by I.C. 20-26-2-1.3
- D. a search of the national sex offender registry maintained by the United States Department of Justice
- E. beginning July 1, 2017, a search of the State child abuse registry
- F. telephone inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- I. an Indiana Bureau of Motor Vehicles driver history if the position involves driving

The Board requires that an expanded criminal history check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than thirty (30) days after the start of the applicant's employment by the Corporation.

The Board requires that an Indiana expanded child protection index check be conducted for each applicant for employment who is likely to have direct, ongoing contact with children within the scope of his/her employment before or not later than sixty (60) days after the start of the applicant's employment by the Corporation.

The Board requires that all references and, if applicable, the most recent employer provided by an applicant be contacted before the Corporation may hire the applicant.

The Board shall deny employment to a person who has been convicted of an offense requiring license revocation per I.C. 20-28-5- 8(c), unless the conviction has been reversed, vacated, or set aside on appeal.

The Board may deny employment to an applicant who is the subject of a substantiated report of abuse or neglect.

Each applicant shall certify under penalty of perjury his/her eligibility to be employed by the Board as a United States citizen or a qualified alien.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the Superintendent may provide for a substitute or employ the applicant as a substitute.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

Any costs associated with obtaining the expanded criminal history check and the expanded child protection index check are to be borne by the applicant.

The Corporation shall pay the costs associated with conducting the expanded criminal history check and obtaining the expanded child protection index check for applicants.

The Board requires that an expanded criminal history check be conducted for each Corporation employee who is likely to have direct, ongoing contact with children within the scope of the employee's employment every five (5) years.

In implementing this requirement, the Corporation shall conduct the updated expanded criminal history checks for Corporation employees over a period not to exceed 5 years by annually conducting updated expanded criminal history checks for at least 1/5 of employees who are employed by the Corporation on July 1, 2017.

The Corporation shall pay the costs associated with conducting the expanded criminal history check for all employees, provided the exclusive representatives of the Corporation's employees do not object.

The Board requires that an expanded child protection index check be obtained for each Corporation employee every five (5) years. The Corporation shall pay the costs associated with obtaining the expanded child protection index check for employees.

In implementing this requirement, the Corporation shall obtain the updated expanded child protection index checks for Corporation employees over a period not to exceed 5 years by annually obtaining updated child protection index checks for at least 1/5 of employees who are employed by the Corporation on July 1, 2017.

The Corporation may obtain an expanded criminal history check or an expanded child protection index check at any time if the Corporation has reason to believe that the applicant or employee:

- A. is the subject of a substantiated report of child abuse or neglect or
- B. has been charged with or convicted of one (1) of the following crimes:
 - 1. Murder (I.C. 35-42-1-1).
 - 2. Causing suicide (I.C. 35-42-1-2).
 - 3. Assisting suicide (I.C. 35-42-1-2.5).
 - 4. Voluntary manslaughter (I.C. 35-42-1-3).
 - 5. Reckless homicide (I.C. 35-42-1-5).
 - 6. Battery (I.C. 35-42-2-1) unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 7. Aggravated battery (I.C. 35-42-2-1.5).
 - 8. Kidnapping (I.C. 35-42-3-2).
 - 9. Criminal confinement (I.C. 35-42-3-3).
 - 10. A sex offense under I.C. 35-42-4.
 - 11. Carjacking (I.C. 35-42-5-2) (before its repeal).
 - 12. Arson (I.C. 35-43-1-1), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 13. Incest (I.C. 35-46-1-3).
 - 14. Neglect of a dependent as a Class B felony (for a crime committed before July 1, 2014) or a Level 1 felony or Level 3 felony (for a crime committed after June 30, 2014) (I.C. 35-46-1-4(b)(2) and (3)), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 15. Child selling (I.C. 35-46-1-4(d)).
 - 16. Contributing to the delinquency of a minor (I.C. 35-46-1-8), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 17. An offense involving a weapon under I.C. 35-47 or I.C. 35-47.5, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 18. An offense relating to controlled substances under I.C. 35-48-4, unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
 - 19. An offense relating to material or a performance that is harmful to minors or obscene under I.C. 35-49-3, unless ten (10) years have elapsed from the date

the individual was discharged from probation, imprisonment, or parole, whichever is later.

20. An offense relating to operating a motor vehicle while intoxicated under I.C. 9-30-5, unless five (5) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is later.
21. Domestic battery (I.C. 35-42-2-1.3), unless ten (10) years have elapsed from the date the individual was discharged from probation, imprisonment, or parole, whichever is latest.
22. An offense that is substantially equivalent to any of the offenses listed in this subsection in which the judgment of conviction was entered under the law of any other jurisdiction.

During the course of his/her employment with the Corporation, each support staff employee shall be required to report the arrest or the filing of criminal charges against the employee; conviction of the employee for a crime; and substantiated report of child abuse or neglect of which the employee is the subject to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each reported conviction or substantiated report of child abuse or neglect and shall recommend appropriate action to the Board considering the risk to members of the school community presented by the continued employment of the employee who was convicted or the subject of a substantiated report of child abuse or neglect. Background Check forms can be found on the Madison-Grant Corporate webpage: <http://www.mgusc.k12.in.us/Human-Resources>

Title IX Discrimination, Anti-Harassment, and Complaint Procedures

Any person who feels that the School Corporation has discriminated against him/her on the basis of sex may use the complaint procedure explained below or may file a complaint directly to the building principal or the Title IX Coordinator for the School Corporation. Filing a complaint or otherwise reporting sexual discrimination will not reflect upon the individual's status nor will it affect future educational or employment opportunities for the individual. The School Corporation's sexual harassment grievance procedure must be followed for complaints alleging sexual harassment.

Any employee who feels that the School Corporation has discriminated against him/her on the basis of race, color, age, religion, national origin, and disability should use the complaint procedure set out in this policy.

The right of confidentiality will be respected consistent with the School Corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this has occurred.

Reporting Sexual Discrimination

All reports of sexual discrimination will be handled in the following manner:

1. Reports must be in writing on forms supplied by the School Corporation (if a verbal complaint is made, the school official should file a written report);
2. Reports must name the person(s) charged with sexual discrimination and state the facts;
3. Reports must be presented to the building principal or Title IX Coordinator where the alleged conduct took place. The building principal shall inform the Title IX Coordinator of all filed reports;
4. The building principal who received a report shall thoroughly investigate the alleged sexual discrimination and attempt to resolve the matter at the building level;
5. If the building principal cannot resolve the matter or is one for the persons named in the complaint, the complaint should be referred to the Title IX Coordinator. The Title IX Coordinator should investigate the matter and attempt to resolve the complaint.
6. The report and the results of the investigation will be presented to the Superintendent. The Superintendent shall review the report and make a recommendation to the Board of School Trustees of any action s/he deem appropriate.
7. The Board of Trustees may consider the report and the Superintendent's recommendation in executive session. The Board may take any action it deems appropriate. The name of the complainant will not be released to the public unless required by law.

Title IX/Anti-Harassment Coordinators

Mrs. Meylissa Stanley
Madison-Grant Guidance Department
11580 S - E00W
Fairmount, IN 46928
(765) 536 - 0032
mstanley@mgusc.k12.in.us

Mr. Steven Vore
Madison-Grant Administration Office
11580 S - E00W
Fairmount, IN 46928
(765) 536-0008
svore@mgusc.k12.in.us

Jury Duty/Court Appearance

Staff members shall report to the immediate supervisor when they are called for jury duty or a court appearance. Staff members who choose to serve on a jury will not be penalized for doing so. They will receive full pay, if they endorse the check received from the court or pay the amount shown on their record slip less travel allowance within fifteen (15) days of return from jury duty. While on jury duty, staff members are required to report daily their schedule for the following day, and must report to work when excused for a day or more or suffer loss of pay. The time spent on jury duty will not be charged against personal leave and will count as time on-the-job. Staff members must submit to the immediate supervisor or Central Office a record from the courts of the number of days served.

Use of Tobacco By Professional Staff

The Board recognizes that the use of tobacco presents a health hazard that can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board.

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members at all times within any facility owned or leased or contracted for by the Board.

The Board also prohibits the use of tobacco anywhere on the campus of any facility owned or leased or contracted for by the Board, including, but not limited to, practice fields, playgrounds, football fields, baseball fields, softball fields, pool areas, soccer fields, tennis courts, and all open areas and will remain in effect at all times. Furthermore, the Board prohibits the use of tobacco in all vehicles owned or operated by the Board, including, but not limited to, school buses, special purpose buses, vans, trucks, and cars.

The Superintendent and building principals shall ask an individual who is smoking in violation of this policy to refrain from smoking and cause to be removed from Corporation property an individual who is smoking in violation of this policy and fails to refrain from smoking after being asked to refrain from smoking.

Acceptable Use of Technology

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](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.

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 every day 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.

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.
- 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.

Policies & Administrative Guidelines

Certified Staff policies and procedures are governed by Madison-Grant United School Corporation policies and administrative guidelines. These can be found on the MGUSC website under, Governing Board - Board Information “School Board Policies.” The weblink is: [MGUSC Board Policies](#)

This handbook serves as a supplement to the policies and administrative guidelines. All employees must follow board policies and administrative guidelines.