



Employee Handbook

MCS Employee Handbook is also available online at www.madisonk12.net

5738 US Highway 25/70
Marshall, NC 28753
Telephone: (828)649-9276
Fax (828)649-9334

Board Approved 11/27/23

Welcome to Madison County Schools

The Madison County School system is recognized as a very progressive school system continuously striving to provide quality educational programs and services to our 2,400 students that are served. Our school district serves students from birth through grade 13. We have three early childhood education centers, three elementary schools, one middle school, one high school, and one early college high school.

Our system is constantly improving in that we use a quality-based management system. This allows employee involvement in decision making and allows us to use systems theory for improvement. Our goals are to improve the whole system by improving the parts. We make decisions based on data and provide training for all employees knowing that the system will benefit from the training.

We have some of the best educational facilities in the State of North Carolina. Our Board of Education has led an effort to rebuild and/or remodel all facilities over the past 10 years. We believe the classroom environment must be conducive to learning.

Our greatest resource is our people. We value all of our personnel and strive to make their work meaningful as we view each school as a learning center. We allow for employee input in decision making and provide training for all persons. We value the teams we assign to work on many of our projects.

The Madison County School System is student-focused, providing comprehensive educational experiences in a safe environment that equips and empowers students to be responsible citizens. Our school system is fully accredited by the State of North Carolina and follows the NC State curriculum.



As your Superintendent, I am dedicated to listening to members of the Madison County Schools community. Please know that my door will always be open as we build relationships and continue to establish a trusting and caring environment in each of our schools.

Dr. Will Hoffman, Superintendent of Madison County Schools



PERSONNEL
363 Full Time
262 Part Time



Teachers with:
♦ National Board Certification
♦ Advanced Degrees
♦ AIG Certification

MCS Graduation Rate
MHS: 94.4%
MECHS: 95%



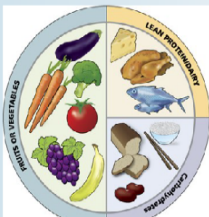
MCS Ranked #1 in the state of NC for the
4-year Graduation Rate



10 Career Clusters
21 Pathways
272 Credentials



Madison County Schools
Ranked 13th out of 115 school districts
overall on academic performance



School Nutrition Meals Served
Breakfast 122,894
Lunch 169,974

Free Breakfast & Lunch for all
students 2023-24 school year



Transportation
1531 Riders per day
3,037 Miles traveled per day



Empowering Madison Youth to Succeed
Madison Team success served 63
students at MMS and MHS



Student Academic Scholarships Awarded
Total of \$407,671



More than 238 students visited
Colleges and Universities

Madison County Schools Strategic Plan

2022 – 2025

Our Mission

The students of Madison County Schools will have meaningful experiences and valuable academic preparation to ensure a brighter future.

We Believe:

- *A safe, respectful environment is important.*
- *We must focus on the whole child.*
- *Stakeholders should be involved.*
- *Early childhood education is important.*
- *Teamwork is necessary for accomplishing goals.*
- *In the need to maintain a student-centered approach to instruction.*
- *Students should be career, college, and life ready.*
- *Every employee serves a vital role.*
- *Parents/Guardians play an important role in their child's education.*
- *A positive school culture promotes student growth.*
- *The use of technology strengthens instruction and learning.*
- *Our graduates **will** encompass 21st century skills.*

MCS Strategic Plan Goals:	Strategies	
<p>Goal 1:</p> <p>All schools will perform above the state average and meet expected growth as measured by EVAAS growth data and state assessments.</p> <p><u>Testing & Accountability for 2022-2023</u></p> <p><u>Read to Achieve Data 2023</u></p> <p><u>NCDPI School Report Card</u></p> <p><u>Read to Achieve Data 2022</u></p> <p><u>Testing & Accountability Results 2021-2022</u></p> <p><u>MCS Intervention Model</u></p> <p><u>Literacy Intervention Plan</u></p> <p><u>AIG Plan and Resources</u></p> <p><u>MCS Professional Development Calendar</u></p> <p><u>Comprehensive Needs Assessment</u></p>	1.	Job Embedded Professional Development
	2.	Professional Learning Communities Implemented
	3.	Teacher Evaluation Feedback for Faculty and Staff
	4.	Lesson Plans/Pacing Guides Monitored
	5.	District Plans Implemented: Reading & Mathematics Plan, AIG Plan, BTSP, Title I, Intervention Plan
	6.	Increase Rigor in Courses Through Data Analysis, PLCs, Amplify/Mclass/DIBELS 8, Case 21, Schoolnet, EVAAS, Student Work Samples, Discipline and Attendance Data
	7.	Curriculum Director established in grades K-8
	8.	Interventionists established K-8
	9.	Partnership with Appalachian State GearUp grant, Partnership with Empowering Madison Youth to Succeed (EMYS)

	10.	Partnership with neighboring school systems
	11.	PreK opened in Hot Springs
<p>Goal 2:</p> <p>All students will have daily access to technologically driven and personalized instruction as documented by principals and instructional support personnel during walk-throughs and observations.</p> <p><u>Digital Learning Standards</u></p> <p><u>NCStar SIP Database</u></p> <p><u>MCS Instructional Technology Links</u></p> <p><u>Digital Children's Reading Initiative</u></p>	1.	Continued technology professional development with the teachers and administrators
	2.	1:1 technological support in grades K-12
	3.	Discovery Education, Scholastic, ACT Prep, NCVPS, Online Courses/Partnerships with Colleges/Universities, Edmentum, Moby Max, Textbooks, Digital Children's Reading Initiative, BrainPOP
	4.	Canvas, Powerschool, PowerStudent, PowerTeacher, EVAAS, Google Classroom, SeeSaw
	5.	Increase STEM in Grades 6-12/Science House
	6.	Increase Student Enrollment and Persistence in Early College Courses, Increase CTE Concentrators
	7.	Implement Digital Learning Competencies/Establish Team
	8.	NCStar District Training and Implementation
Goal 3:	1.	Vision/Mission Statements/District Policies Updated and Posted

<p>Communications, processes, and systems will be in place to assure all stakeholders are informed of meetings, policies, expectations, and activities taking place in the school system.</p> <p><u>MCS Website</u></p> <p><u>Superintendent's Updates</u></p> <p><u>MCS Professional Development Calendar</u></p> <p><u>Board of Education</u></p> <p><u>Board of Education Policies</u></p>	2.	Yearly Meeting/School Tour with County Commission
	3.	PLC's aligned with district and grade level quarterly
	4.	Align Professional Development to Schools and District Goals
	5.	Survey Stakeholders
	6.	Communication Plans Implemented
	7.	Friday Report, Newspaper, Websites, Social Media, Handbooks, School Publications
	8.	Teacher Advisory Committees/Student Advisory Committees
	9.	CTE Advisory Council/ Mountain Area Workforce Development Board
	10.	Board Committees: Finance/Communication
	11.	Board of Education Meetings/Staff Meetings
	12.	SIT Meetings, AdvancED District Accreditation
	13.	Established Director of School Operations
<p>Goal 4:</p> <p>The system has resources and provides services in all schools that support its</p>	1.	Safe Schools Procedures: Drills, Plans, Inspections, Safe Routes to School, Upgrade Camera System
	2.	Transportation System

<p>purpose and direction to ensure the health and success for all students.</p> <p><u>MCS Intervention Plan</u></p> <p><u>MCS Intervention Model</u></p> <p><u>K-5 Curriculum Resources Chart</u></p> <p><u>6-8 Curriculum Resources Chart</u></p> <p><u>MCS Public School Works Handout / Email</u></p>	3.	Facility Services Child Nutrition, CEP Grant
	4.	Implement Components of the Energy Efficiency Study
	5.	Interventionists added K-8
	6.	Intervention Plan Implemented K-8
	7.	SRO, JCPC, Resiliency Training District-Wide
	8.	District Budgets, Audit, Timekeeper, Bookkeepers, LINQ
	9.	Volunteer Programs
	10	Promote Internships, Community Involvement and Service Opportunities
	11.	Capital Outlay Plan Implemented
	12.	Health Services, Nurses, Counselors, Social Worker, SHAC, PBIS, Motivational Speakers, Public School Works Trainings, Character Education
<p>Goal 5:</p> <p>All students will have access to mental health and social-emotional services.</p> <p><u>Second Step Curriculum</u></p> <p><u>Access Family Services</u></p> <p><u>RHA Family Services</u></p>	1.	Partnership with Access Family Services and RHA Family Services
	2.	Social Workers and Nurses Added
	3.	Second Step SEL Curriculum Implemented K-5

<u>Nurses/Counselors/Social Workers</u> <u>MCS Public School Works Handout / Email</u>	4.	Health Services, Nurses, Counselors, Social Worker, SHAC, PBIS, Motivational Speakers, Public School Works Trainings, Character Education
	5.	Volunteer Programs

Board of Education

The Madison County Board of Education is an elected board who is responsible for establishing the policies of our school system.

We have a five member school board with an elected board chair.

Karen Blevins, Madam Chair email: Kblevins@madisonk12.net	
Kelby Cody, Vice Chair email: kcody@madisonk12.net	Barbara Wyatt email: bwyatt@madisonk12.net
Kevin Barnette email: kbarnette@madisonk12.net	Keith Ray email: kray@madisonk12.net

Superintendent

Dr. Will Hoffman, Superintendent	whoffman@madisonk12.net
Lisa Gahagan, Assistant Superintendent	lgahagan@madisonk12.net

Directors

Madison County Schools is located at 5738 US HWY 25/70 in Marshall, NC 28753. You can call central office at (828) 649-9276 and dial the proper extension number to reach the department you are seeking. Please see below for the departmental director as well as the email and extension number in which you can reach them.

<i>Department</i>	<i>Director</i>	<i>Email</i>	<i>Ext</i>
Superintendent	Dr. Will Hoffman	whoffman@madisonk12.net	10106
Assistant Superintendent	Lisa Gahagan	lgahagan@madisonk12.net	10105
Finance	Michael Wallin	mwallin@madisonk12.net	10121
Technology	Paul Barilovits	pbarilovits@madisonk12.net	10141
Exceptional Children	Marshay Huskins	mhuskins@madisonk12.net	10127
Testing/AIG/BT/JDC/NBCT	Dr. Caroline Davis	cdavis@madisonk12.net	10112
Curriculum	Monica Ponder	mponder@madisonk12.net	40109
GEAR UP/EMYS	Bruce Murray	bmurray@madisonk12.net	10124
School Nutrition	Brooke Ledford	bledford@madisonk12.net	10116
Maintenance	Andy Gregg	agregg@madisonk12.net	10302
Transportation	Deanna Ponder	dponder@madisonk12.net	10207
Career and Technical Education (CTE)	Jimmy Huey	jhuey@madisonk12.net	30201

Human Resources is housed under the Department of the Assistant Superintendent, Lisa Gahagan. Mrs. Sandra Brigman is our Executive Assistant and the direct contact for HR and Personnel. Sandra Brigman can be reached by email at sbrigman@madisonk12.net or by phone at (828) 649-9276 Extension 10104. Please see below for some of the areas you may need help with in the future and can contact Sandra Brigman or Lisa Gahagan for guidance.

- Licensure
- Continuing Education
- Alternative Licensure and Plan of Study

Dr. Caroline Davis works hand in hand with Human Resources and is the direct contact and administrator/director for our **Beginning Teachers/Initially Licensed Teachers (ILTs)**. If you

have any questions regarding your requirements as an ILT, please contact Dr. Caroline Davis by email at cdavis@madisonk12.net or by phone at (828) 649-9276 Extension 10112.

Schools within our system

<i>School</i>	<i>Principal</i>
Madison High School	Kevin Huskins
Madison Early College High School	Jennifer Caldwell
Madison Middle School	Jessica Chandler
Mars Hill Elementary	Jimmy McGregor
Brush Creek Elementary	Susan Jackson
Hot Springs Elementary	Jenn Mills

SAFETY

MCS Safety Measures 2023-2024

- School Resource Officers at each school
- School safety liaison position
- Strong relationship with the Madison County Sheriff's Department
- Strong relationship with the Madison County Department of Social Services
- Crisis Team and plans in each of our schools
- Lockdown and safety drills are practiced
- Regular School "Checks" by NC Highway Patrol and the Department of Public Safety
- Threat assessment training for administrators and SRO staff
- Entrance gate at Madison high School and Madison Early College High School
- Digital surveillance cameras in schools
- School security door systems, keyless entry and safety glass at each school
- Panic button system that reports to the Sheriff's Department in each building
- Updated intercom systems at each school

- IP phone system with one-button emergency feature enabled on key administrative stations, sends alert announcements to all handsets, even those in use
- Web filtering and monitoring tools for all web traffic
- Anonymous tip line for students and families
- Student social media filtering
- SwiftK12 alert call system w/emergency call feature dials multiple contacts per student
- Network firewall appliance prevents network intrusion that can compromise sensitive student and personnel records
- Anti-bullying web form allows anonymous reporting of suspected bullying
- Stop Arm camera systems on all yellow buses
- Cameras installed on all buses
- Two way radios on all buses
- A School Counselor/Social Worker assigned to each school
- A school Nurse assigned to each school
- Certified First Responders throughout the school district

Public School Works Trainings:

Madison County Schools is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

CODE OF ETHICS FOR NORTH CAROLINA EDUCATORS

NORTH CAROLINA STATE BOARD OF EDUCATION

Preamble: The purpose of this Code of Ethics is to define standards of professional conduct.

The responsibility to teach and the freedom to learn, and the guarantee of equal opportunity for all are essential to the achievement of these principles. The professional educator acknowledges the worth and dignity of every person and demonstrates the pursuit of truth and devotion to excellence, acquires knowledge, and nurtures democratic citizenship. The educator exemplifies a commitment to the teaching and learning processes with accountability to the students, maintains professional growth, exercises professional judgment, and personifies integrity. The educator strives to maintain the respect and confidence of colleagues, students, parents and legal guardians, and the community, and to serve as an appropriate role model.

To uphold these commitments, the educator:

I. Commitment to the Student.

- A. Protects students from conditions within the educator's control that circumvent learning or are detrimental to the health and safety of students.
- B. Maintains an appropriate relationship with students in all settings; does not encourage, solicit, or engage in a sexual or romantic relationship with students, nor touch a student in an inappropriate way for personal gratification, with intent to harm, or out of anger.
- C. Evaluates students and assigns grades based upon the students' demonstrated competencies and performance
- D. Disciplines students justly and fairly and does not deliberately embarrass or humiliate them.
- E. Holds in confidence information learned in professional practice except for professional reasons or in compliance with pertinent regulations or statutes.
- F. Refuses to accept significant gifts, favors, or additional compensation that might influence or appear to influence professional decisions or actions.

II. Commitment to the School and School System

- A. Utilizes available resources to provide a classroom climate conducive to learning and to promote learning to the maximum possible extent.
- B. Acknowledges the diverse views of students, parents and legal guardians, and colleagues as they work collaboratively to shape educational goals, policies, and decisions; does not proselytize for personal viewpoints that are outside the scope of professional practice.
- C. Signs a contract in good faith and does not abandon contracted professional duties without a substantive reason.
- D. Participates actively in professional decision-making processes and supports the expression of professional opinions and judgments by colleagues in decision-making processes or due process proceedings.
- E. When acting in an administrative capacity

1. Acts fairly, consistently, and prudently in the exercise of authority with colleagues, subordinates, students, and parents and legal guardians.
2. Evaluates the work of other educators using appropriate procedures and established statutes and regulations.
3. Protects the rights of others in the educational setting, and does not retaliate, coerce, or intentionally intimidate others in the exercise of rights protected by law.
4. Recommends persons for employment, promotion, or transfer according to their professional qualifications, the needs and policies of the LEA, and according to the law.

III. Commitment to the Profession

- A. Provides accurate credentials and information regarding licensure or employment and does not knowingly assist others in providing untruthful information.
- B. Takes action to remedy an observed violation of the Code of Ethics for North Carolina Educators and promotes understanding of the principles of professional ethics.
- C. Pursues growth and development in the practice of the profession and uses that knowledge in improving the educational opportunities, experiences, and performance of students and colleagues.

Adopted by the State Board of Education June 5, 1997

Academic Calendar

A current [academic calendar](#) is available on the MCS website home page.

Inclement Weather Delays and Closings

Madison County Schools

Employee Inclement Weather Procedures

On occasion, weather conditions present travel safety concerns for our students and staff. Announcements of school closings are made on all local radio and TV stations and through the Swift K12 system by 6:00 AM. The

safety of our students and staff is of utmost importance to us. We do our best to make the best possible decision considering road conditions, temperatures, forecasts, and other travel hazards.

The following section describes the general procedures for employees to follow on days when inclement weather causes a change in school schedules. Employees always have the right not to report to work if they feel conditions are unsafe for travel. A list of additional options for employees to consider when making this decision is provided at the end of this document. Please note these are general procedures and may not apply in every situation for every employee.

Delayed School Opening. The delay is to assist school buses, student drivers, and our custodial and maintenance staff as they work to prepare our campuses. All employees, including teachers, secretaries, child nutrition employees, teaching assistants, and custodians, should report to work at the same time as on a normal school day. This is especially important since some students will undoubtedly report to school at the regular time and these students should be received as they arrive at school. If you feel it is unsafe to travel at that hour, please contact your supervisor and let them know you will be delayed.

Early School Closing. An early closing is to accommodate school buses and assist our high school student drivers. All employees should follow their regular hours unless specific directions are otherwise provided by the Superintendent. If you feel that it will be unsafe for you to work your regular schedule and need to leave early, please contact your supervisor and let them know.

No School for Students. All employees should follow the directions listed below, according to their position, unless the weather is of such a nature that it is declared unsafe for anyone to travel. In this event, a separate announcement concerning employees will be made through the Swift K12 system and radio and television stations.

Principals and Central Services Staff: Because of the nature of their responsibilities, these individuals are expected to be at their offices on a snow day.

- **Twelve-Month Employees** (secretaries, some maintenance staff, other classified positions): May use a vacation day or earned compensatory time when schools are closed for students if such an arrangement is absolutely necessary and approved by the supervisor. Some twelve-month employees are emergency responders and are expected to report to work to assist with weather emergencies.
- **Teachers:** In the event schools are closed for students, the day could be used as a teacher workday or annual leave day. This is necessary because the student make-up day will occur on dates set by the calendar. If a workday is scheduled, teachers may elect not to report due to hazardous travel conditions and opt to take an annual leave day, to make up the day at a time agreed upon by the principal, or not to receive pay for the day. Teachers may also use personal leave (if available). Employees must indicate which option they are choosing when they call in their absence. If an employee wishes to make up the day, it must be made up within the fiscal year of the absence and when the principal is normally at work. If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. If the day is not made up or an annual or personal leave day substituted, the employee will be considered absent without pay.
- **Teacher Assistants:** Teacher assistants only work on student days. If school is closed for students then as

- sistantants will not report to work and will not take leave.

Additional Options for Employees

Safety is of utmost importance. Any employee may always elect not to report to work when schools are closed or delayed due to hazardous conditions. Call your principal/designee or supervisor immediately to let them know of the decision you make concerning the below listed options:

On a day that employees have the option to report for a workday, but pupils are not required to attend school due to inclement weather, employees have the following options:

- Report to work
- Take accumulated annual (vacation) leave
- Take accumulated personal leave, if available (teachers only)
- Receive approval for absence and not to be paid
- Use compensatory leave already accumulated
- Make arrangements to make up the time missed

On a delayed opening or early dismissal day employees have the following options:

- Report to work/work a normal schedule
- Work an abbreviated schedule or not work (using leave as listed below)
- take accumulated annual (vacation) leave
- take accumulated personal leave, if available (teachers only)
- receive approval for absence and not to be paid
- use compensatory leave already accumulated
- make arrangements to make up the time missed

If an employee elects to make up time, it must be at a mutually agreed upon time between the employee and the immediate supervisor. For school year employees, it must be within the regular school year employment calendar. If an employee is absent on an inclement weather day without receiving his/her principal or immediate supervisor's approval to use one of the above options, the employee will be considered absent without pay.

There may be times when the Superintendent determines that conditions are too severe and are unsafe for both students and staff. When this occurs, there may be additional options announced for addressing the missed days, giving the greatest weight to how to best maintain the opportunity and environment for student learning.

Attendance and Work Schedule

All employees are expected to be present during all working hours. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal. ([Board Policy 7500](#))

Employee Dress and Appearance

Board Policy 7340

The board believes that the appearance and the conduct of its faculty are of supreme importance in establishing a positive image for education in the community and for presenting a good example for students. Therefore, the board affirms its expectation that all personnel will be professionally, neatly, and appropriately attired for the work to be done. An employee's dress must not disrupt or distract from the educational process and must be in accordance with health and safety standards. The superintendent shall develop and communicate to employees guidelines for appropriate dress and appearance. Such guidelines (1) must be gender-neutral; (2) may authorize the principal or department supervisors to develop specific dress or appearance requirements for each school or department; (3) may authorize exemptions from the guidelines for employees performing specialized duties that require a different form of dress; and (4) must provide a process for offering reasonable accommodations when required by law.

Administrative and supervisory personnel shall set a good example in personal appearance and good manners and shall encourage and expect employees to dress in accordance with the board's expectations. An employee's supervisor will make an initial determination of whether an employee's dress or appearance is inappropriate. In making this determination, the supervisor will consider the following factors:

1. the nature of the work;
2. whether the dress is consistent with a professional environment;
3. health and safety factors;
4. the nature of the employee's public contact and the normal expectations of outside parties with whom the employee will work;
5. the employee's interaction with students;
6. the prevailing practices of other workers in similar jobs; and
7. any properly established guidelines for dress or appearance.

If the supervisor determines that the employee's dress or appearance violates the established guidelines or is hazardous to the health or safety of the employee, fellow employees, or students, the supervisor

shall counsel the employee regarding attire that is consistent with this policy and shall determine whether the employee is allowed to remain at work or must leave work to change his or her dress. Any failure to follow the supervisor's directive and/or blatant or repeated violations of this policy will subject the employee to disciplinary action, up to and including dismissal.

Use of Technology

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals established by the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

Please read [Policy Code: 3225/4312/7320 TECHNOLOGY RESPONSIBLE USE](#)

Social Media

The board recognizes the importance of incorporating current technology tools, including new methods of electronic communication, into the classroom to enhance student learning. It further recognizes the importance of employees, students, and parents engaging, learning, collaborating, and sharing in digital environments as part of 21st Century learning. The board strives to ensure that electronic communication tools incorporated into the school curriculum are used responsibly and safely. As practicable, the board will provide access to secure social media tools and board approved technologies for use during instructional time and for school-sponsored activities in accordance with policies [3220](#), Technology in the Educational Program, and [3225/4312/7320](#), Technology Responsible Use.

The board acknowledges that school employees may engage in the use of social media during their personal time. School employees who use social media for personal purposes must be mindful that they are responsible for their public conduct even when not acting in their capacities as school system employees. All school employees, including student teachers and independent contractors, shall comply with the requirements of this policy when using electronic social media for personal purposes. In addition, all school employees must comply with policy [4040/7310](#), Staff-Student Relations, when

communicating with individual students through other electronic means, such as through voice, email, or text-messaging.

Please read [**Policy Code: 7335 EMPLOYEE USE OF SOCIAL MEDIA**](#)

Title IX

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

A. Inquiries About Title IX

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the Title IX coordinator is as follows.

The Title IX Coordinator is: Lisa Gahagan, Assistant Superintendent

Office Address: **5738 Us Highway 275/70 Marshall, NC 28753**

Email Address: lgahagan@madisonk12.net

Phone Number: 828-649-9276

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW

Washington, DC 20202 - 1475

Telephone: (202) 453-6020

TDD: (800) 877-8339 FAX: (202) 453-6021

Email: OCR.DC@ed.gov

Payroll/Benefits/Leave

Upon your hire date with MCS, you were sent a packet of information from Mr. Eric Wallin in finance. This packet contains all the information regarding payroll and benefits. If you have questions, concerns, or have lost your information, please contact Mr. Eric Wallin in finance. His email address is ewallin@madisonk12.net His phone number is (828) 649-9276 Extension 10119.

Mr. Michal Wallin is our Director of Finance and oversees all financial matters. If you have questions regarding finances, please contact Mr. Michael Wallin. His email address is mwallin@madisonk12.net His phone number is (828) 649-9276 Extension 10121.

Mrs. Tonya Taffer works in finance and handles all purchases and ordering. If you have questions regarding purchases/ordering please email Tonya at ttaffer@madisonk12.net

Tonya can also be reached by phone at (828) 649-9276 Extension 10111.

Please use the following link to access information you may be searching for regarding NC Benefits and Employee Policy:

[North Carolina Benefits and Employee Policy Manual](#)