

STUDENT HANDBOOK



2023-2024

MADISON MIDDLE/HIGH SCHOOL

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TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGES</u>
MISSION STATEMENT	2
SCHOOL SONGS	3
CHILDFIND	3
MIDDLE SCHOOL PROCEDURES (MS)	4
HIGH SCHOOL PROCEDURES (HS)	4-5
SENIOR PRIVILEGES/STUDY AREA (HS)	5
STUDENT DRESS (MS & HS)	6
SCHOOL PROCEDURES (MS & HS)	7-11
LIBRARY/MEDIA CENTER (MS & HS)	12
BREAKFAST/LUNCH/CAFETERIA (MS & HS)	13
COUNSELING/GUIDANCE (MS & HS)	14
ATTENDANCE (MS & HS)	15-16
STUDENT CONDUCT (MS & HS)	16-24
PARENTAL INVOLVEMENT (MS & HS)	24
APPEALS/GRIEVANCE (MS & HS)	25
FEES POLICY (MS & HS)	26
FEDERAL REQUIREMENTS (MS & HS)	29
GRADUATION REQUIREMENTS (HS)	30-31
ACTIVITY-ATHLETIC POLICY (HS)	33-34
REGULATION REGARDING ALCOHOL, DRUGS, TOBACCO, AND OTHER BEHAVIORS	34-39

The following pages will be devoted to a majority of the policies and rules that govern Madison Middle/High School. It is impossible to list the unique circumstances covered by every policy. The rules set in this handbook regarding student conduct are enforced throughout the school and on all school property. All Board Policies are available on the school website. This also includes all extra-curricular events both home and away.

No person who falls under the jurisdiction of Madison Public School District shall be discriminated against on the basis of sex, race, religion, or physical or mental handicap.

MISSION STATEMENT: “Preparing students to be competent, confident, productive and responsible citizens.”

All students will receive a copy of the Madison Middle/High School Activities Handbook. More specific information regarding activity policies is contained in that handbook. Students and parents are encouraged to read the handbook and become familiar with the information it contains.

SCHOOL SONGS

MADISON DRAGONS SCHOOL SONG #1

Faithful and truehearted
Let us boost for our old high
Revere her and defend her
as her colors proudly fly We
will stand for her united of
her deeds we'll gladly tell
Her colors streaming
Our glad hearts beaming
Here's a cheer for her
Whom we all love so well
It's ever onward, our hearts pursuing
'Nar defeat our ardor cool
But united we will boost for her
Our old high school.

MADISON DRAGONS SCHOOL SONG #2

Hail to the team
The red and white team
Dragons onward in to score
Once now and then once more
and fight for that team
United we dream
March on to victory
for M-H-S!!!

CHILD FIND:

The Madison Public Schools have the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education and related services. If you have questions or concerns about a child, please contact the Superintendent of Schools (402-454-3336) concerning the district's special education referral process.

PROCEDURES FOR MIDDLE SCHOOL STUDENTS

1. **ARRIVAL:** Middle school students arriving before 7:50 a.m. should report to the high school entrance or new middle school entrance and remain in the MS commons, unless eating breakfast. Breakfast is served beginning at 7:20 a.m. Students are to remain in the MS commons until they are released to the middle school.
2. **GUM & CANDY:** Chewing gum and eating candy will be permitted only for special occasions as permitted by the teacher.
3. **LATE WORK POLICY:** The Administration and the teachers in the Middle School and High School will develop the late work policy yearly.
4. **MIDDLE SCHOOL LUNCH:** When the students are dismissed, they are to report to the commons, sit down and wait to line up for lunch. After they eat and clear their trays, they may use the restroom and return to their seats until they are dismissed. The students may talk quietly.
5. **CLASSROOM RULES & PROCEDURES** Students must report to school with schoolwork and or book. Students are expected to work and follow classroom expectations.
6. **DEPARTURE:** Students need depart within 15 minutes of their dismissal, unless under direct supervision of a teacher or a coach. Students need to depart through east or west doors.
7. **MS CELL PHONES and Smart watches** will be kept in student's lockers and students can retrieve cell phones at the end of the school day. Disruptive acts will have consequences

First Offense- Cell phone held in principal office until the end of the day

Second Offense- Cell phone will be held for 48 hours or until parent of guardian make arrangements to pick up phone.

Third Offense- Cell phone held in principal's office for 72 hours or until parent arrangement can pick up phone. The student may be subject to 1-day in school suspension.

Students that refuse to comply with a request to surrender cell phones by any staff member will be considered insubordinate.

PROCEDURES FOR HIGH SCHOOL STUDENTS

1. **ARRIVAL:** The school is open at 7:00 AM. When students arrive, they may get books if they need them then return to and stay in the commons area until dismissed. Seniors may report to their study area.
2. **ANNOUNCEMENTS:** Announcements will be posted on school website. Students will go over announcements everyday with their teachers during a homeroom.
3. **Parking and Driving:** Freshmen and sophomores may park in the new upper lot. The new bottom parking lot east of the high school is reserved for juniors and seniors. Entrance is on the west side. The exit is on the east side. Staff, visitor, and handicapped parking spaces are off limits to students at **ALL times**. Students who park illegally or who violate city parking regulations will receive appropriate consequences.

Students may not drive during the school day
(except senior's open campus/lunch)

GUM & CANDY: Chewing gum and eating candy will be allowed as permitted by the teacher.

4. **DANCES:** Must be approved by the Administration.
5. **LATE WORK POLICY:** The policy is at the individual teacher's discretion with Principal approval.

CELL PHONES: Cell phones are to be used in class for educational use only. Failure to follow these guidelines may result in loss of cell phone privileges. Administration at any time has the ability to suspend and take phones if these privileges are taken advantage of. They will request parents or guardians to pick up phones from school.

Senior Privileges Requirements

The senior privileges are defined, as, "during a senior privilege time, seniors will be allowed to report to a senior study area, leave the building, or be in a certain classroom with permission from that teacher."

Seniors will receive a senior study period if they have registered for a school weighted class or are taking dual weighted or college classes. Seniors also will lose these privileges if failing any classes.

GRADES 6-12 – STUDENT DRESS

School is a place for serious work and study. Certain types of fashion and dress are not appropriate for school or for school activities. What is considered appropriate dress for school and all school related activities is at the discretion of the Madison Middle/Senior High School administration. The following guidelines apply to student dress issues at Madison Middle/Senior High School:

1. Hats, caps, hoods, blankets and gloves must be removed upon entering the school building and stored in lockers during the school day.
2. Bandanas may not be worn or carried, unless administrative approval.
3. Clothing displaying pictures or words or symbols (guns/weapons) that may be construed as indecent or immoral or sexually inappropriate, and words, patterns or symbols which refer to those used by gangs, alcohol, tobacco or illegal drugs may not be worn.
4. Shirts must have sleeves and must remain in contact with the top of the pants during normal movement. Tank tops, open net shirts, low-cut shirts that show undergarments or cleavage, and shirts that expose the midriff are not appropriate.
5. Skirts or shorts may be worn, provided they are no shorter than the center of the person's thigh.
6. Pants are to be worn at the top of the hips and must not show underwear.
7. Shoes must be worn at all times.
8. Chains and long belts must not be worn.
9. Clothing must be appropriate and worn appropriately. No large areas of skin or undergarments may be exposed.

Madison Public Schools has a **zero tolerance** to any type of gang messages or symbols worn on clothing, on the body or displayed on notebooks, personal items or gestures.

Decisions concerning student dress will be left to the discretion of the principal and/or the administrative team. If students or parents have any questions about the appropriateness of their school attire, feel free to contact the school.



PROCEDURES STUDENTS GRADES 6-12

1. **TEXTBOOKS:** All basic texts are provided to students during the school year. Texts are to be kept clean, covered, and in good shape. Fines are assessed for damaged texts. These fines will be paid in the office.

2. **Possession and Use of Regulated Devices:**
 - a. Regulated devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation, etc.).

 - b. Students may use regulated devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

 - c. Students are permitted to use regulated devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device. Administrators, faculty or staff have the discretion to prohibit student possession, display, or use of regulated electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use. This includes ear buds and head phones.

 - d. Students are not permitted to possess, display, or use any regulated devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

 - e. Students are not permitted to possess, display, or use regulated devices at any time or place for: (1) activities which disrupt the educational environment; (2) illegal activities in violation of state or federal laws or regulations; (3) unethical activities, such as cheating on assignments or tests; (4) immoral, sexually explicit pictures, or pornographic activities; (5) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (6) activities which invade the privacy of others.

3. **LOCKERS:** The lockers are school property and are subject to inspection when the administration has reasonable suspicion. Lockers should be locked at all times.
4. **ITEMS POSTED ON SCHOOL PROPERTY:** All items displayed on school property, including student lockers, must be approved by school administration.
5. **STUDENT AGENDA:** All students will be provided a student agenda at the beginning of the school year. Students will be expected to have their agenda with them at all times. Students will be allowed to purchase one new agenda per school year, at a cost of \$10.00.
6. **CLOSING OF SCHOOL:** Students, parents/guardians will be informed through instant school messenger that school has been cancelled. They may also listen to radio stations KNEN-FM-94.7, KEXL-FM-106.7, WJAG-AM-780, KPNO - 90.7, KUSO- 92.7, KPNO-FM 90.7, KTTT-FM, KTGLFM 93.5, KZEN FM, KJSK FM, OR KLIR FM 101.1, or watch television stations KOLN/KGIN- channel10 or KTIV-channel 4 for school closing information. If you have access to the Internet, you may also use the following websites: www.kexl.com, www.us92.com, www.cancellations.com or www.kolnkgin.com. School Facebook page.
7. **MEDICINE:** The school recognizes that some children are more successful in school because of the appropriate use of medication. Any parent who wishes his/her child to receive medication during the regular school day, must comply with certain regulations. Includes:
 - a. All medication, prescription and non-prescription--in their original container with its instructions--must be administered through the school office. Students are not to keep medication on their person, in lockers, or bags.
 - b. Written permission from the student's parent or caretaker requesting that the school supervise the prescribed medication routine is required. Written direction must be student specific for each medication provided.
 - c. Written orders from a physician detailing the name of the drug, dosage, and time interval that the medication is to be taken are required. Written directions must be student specific for each medication provided.
 - d. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The school nurse or other person designated to do so in her absence will administer medication, provided he/she has knowledge of the potential benefits and possible side effects of the drug being

administered. The physician or the school nurse should provide this information. The parent/caretaker shall notify the school of any student taking medication on his/her own. This medication should also be placed in the nurse's office.

8. **SAFETY DRILLS:** Safety drills will be held periodically throughout the year. Students are to conduct themselves in a safe, orderly manner as directed by staff. Enclosed is our standard response protocol.
9. **SCHOOL VISITORS:** All visitors to school are to report to the main office upon entering the building. Student visitors need prior approval from the teachers and the principal. Parents are always welcome to attend school. They are encouraged to make an appointment to see a teacher, the principal, the counselor, or visit their children's classes.
10. **LEAVING SCHOOL GROUNDS:** Madison Public School is a closed campus (except Seniors). Students must sign out with the office before leaving the school grounds and upon returning. Failure to do so will result in disciplinary action.
11. **VALUABLES:** Students are urged not to leave money, jewelry, or anything of value in their clothes or bags left in the halls or locker rooms. If they do so, they do it at their own risk. It is suggested that lockers not be used for valuables. The school will not be held responsible for lost or stolen money or other personal belongings. You may put a your own lock on your PE Locker.
12. **ACTIVITY TRIPS:** Students will ride to and from activities with the group or team in the vehicle provided. No pupil will be allowed to ride to or home in another vehicle with a different driver other than his/her parents unless prior written permission from the parents is given for their child to ride with another driver.

Any student representing the Madison schools on an overnight trip shall follow the rules set down by sponsors. Any student failing to follow these rules will forfeit the privilege of representing the school in the remainder of the event. The sponsor will have the student sent home with parents or the principal.

13. **PUBLIC DISPLAY OF AFFECTION** is considered inappropriate behavior on campus or at school-sponsored activities.

14. **PASS PRIVILEGES:** Students must have their agendas in order to use their pass privileges. Students need to sign in and out of the classroom.
15. **CHANGE OF ADDRESS:** If a student has a change of address or telephone number during the school year, it must be reported to the office.
16. **GYM SHOES:** Students are required to wear tennis shoes to be on the gym floor. It is recommended that each student have a separate pair of tennis shoes for physical education.
17. **CONFICATION OF NON-SCHOOL AND/OR OTHER NUISANCE ITEMS:** Items that interfere with the educational process will not be allowed at school. They may be confiscated by staff members. These items will be refunded to the student or to the parent/guardian at the discretion of the administration. Failure of a student to give an item to a staff member upon request will be considered insubordination resulting in disciplinary action.
18. **INSURANCE:** School insurance for all students is available for purchase. Information on this plan is handed out to the students at registration.
19. **BOOKBAGS, BACKPACKS & SPORTSBAGS** are subject to search at any time.
20. **SCHOOL AREA:** Middle school students are not allowed in the high school areas without permission. High school students are not allowed in the middle school without permission. They must use the appropriate entrances, stairs, restrooms, and library doors.

21. ACADEMIC INTEGRITY POLICY

The guidelines set forth in this policy identify various forms of academic dishonesty and are prohibited by students of the district. The following sanctions will occur for academic integrity offenses:

1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of zero for the work, and require the student to complete test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at acceptable performance standards, the instructor will average the grade earned on the replacement test or project with the zero originally assigned for that test or project.

2. Report to Parents and Administration: The instructor will notify the principal of the offense and the instructor or principal will notify the student's parents or guardian.

3. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. In the case of repeated offenses to this policy on academic integrity, the Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

22. ACTIVITY CARDS

For those high school students who wish to participate in any school-sponsored activities, a one-time yearly activity fee must be collected before the first contest of that activity commences. This fee also enables the student to attend any Madison Public School home contest/performance at no charge. Students who do not participate in any co-curricular activities may pay the fee to receive the pass, which represents a substantial savings compared to paying individual contest/performance prices.

Students must have the school activity card to present at the admission gate or will need to pay the admission. If a student is participating in that activity, gate personnel are to have a list of participants so that if the student does not have his/her card with them, they may be admitted without charge.

Students who lose their activity cards may purchase another one in the office for \$10.00. Students who qualify for free and/or reduced lunches per federal guidelines can apply for an exemption from the costs of this activity fee.

23. Drawings or displaying of pictures, words or symbols that may be construed as indecent or immoral or sexually inappropriate, and words, patterns or symbols which refer to those used by gangs, alcohol, tobacco or illegal drugs are not permitted.

24. Student conferences are to be served at the time the designated time with the assigning teacher by the teacher.

LIBRARY-MEDIA CENTER 6-12

All students may check out materials from the library media center. However, in order to help students, get the materials they need when they want it, the library-media center adheres to the following policies:

1. A due date will be assigned to all materials checked out from the library-media center. The student is responsible to return the material to the library on time.
2. Anyone who has overdue material will lose the privilege of checking out any more material. If overdue material is not returned at the end of the grading period, report cards may be withheld until the material is returned.
3. Students who damage or lose library material are responsible for the replacement cost of that material.

STUDENT CONDUCT IN LIBRARY/MEDIA CENTER

The atmosphere of the library should be conducive to study, independent research, and/or leisure reading. Students who refuse to respect the rights of others will be asked to return to their classrooms/study halls. Food and beverages are not allowed in the library or in any computer labs, including all portable computer labs.

Special policies exist for checking out laptop computers, cameras, projectors, or other media. Students are financially responsible for any damages that occur to any electronic media items that they have checked out. See the library for further information.

SCHOOL COMPUTER SYSTEM & NETWORK

The school computer system network (including all files, folders, & e-mail) is school property and will continue to be school property throughout the school year. Students are not to expect privacy of computer information. Computer files and activities are subject to inspection at any time. Student files may be emptied at the end of the year. Further procedures and details will be outlined in the technology use agreement.

HOT BREAKFAST AND LUNCH PROCEDURES

Madison Public Schools offers a healthy breakfast and lunch every school day. Student meals may be purchased in the office at a cost determined by the District.

1. Meals must be purchased prior to the start of school in the mornings. The office opens at 7:30 AM daily.

2. All students will be required to eat in the commons area or designated area as deemed by administration.
3. Each day students are offered the complete lunch which will include a main meat dish or chef salad. A salad bar is available for students who purchase a lunch. Students need to choose only the foods they intend to eat.
4. During lunch period, all students need to leave books in their lockers, classrooms, or on the tables/stage in the commons.
5. Students may bring a sack lunch, but no pop or restaurant food may be brought into the commons area during school lunchtime.

**NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM
Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov this institution is an equal opportunity provider.

COUNSELING AND GUIDANCE CUMULATIVE RECORD

A permanent cumulative record shall be maintained on each student who attends the Madison Public Schools and shall contain information pertaining to the student's academic, health, and vocational status. Responsibility for maintenance of such records shall lie with the counselor.

The following "open file" policy has been adopted by the Madison Public Schools:

1. Student cumulative folders are maintained in the counselor's office and are available for inspection by parents upon request or by students themselves over 18 years of age.
2. Parents or eligible students must sign an identification card before gaining access to such files. Permission to see such files must be granted within 45 days of request.
3. No transcripts or other information contained in the student's file will be forwarded to a prospective employer or other agency without the written consent of the parent of a minor or of the student himself or herself if over 18 years of age.
4. The Madison Public Schools reserves the right to transfer any or all file materials to another K-12 school to which a child may transfer.

COUNSELOR SERVICES

A counselor is available to students when they feel there is something they would like to discuss. The counselor will be glad to listen to students and to keep the matter confidential. Students should seek help from the counselor when they are having difficulty with a subject, needing to talk about a personal problem, or desiring vocational, college, or employment information. The counselor can also help plan next year's program, scholarship, testing, and scheduling problems. Students who need the services of a counselor should obtain a pre-signed pass from the counselor. Emergency situations may dictate otherwise. The counselor oversees the Peer Mediation program. If a student needs peer mediation, he/she should see the counselor.

If you're considering self-harm or suicide, you're not alone.

If you're having thoughts of suicide or self-harm, you can access free support right away with these resources: The National Suicide Prevention Lifeline. Call the Lifeline at 800-273-8255, 24 hours a day, 7 days week.

Or you can text 988

ATTENDANCE

The laws of the State of Nebraska require that every child who is not less than seven nor more than eighteen years of age shall attend school the entire time that school is in session unless excused by school authorities. Madison Public Schools administration and staff will work with parents in partnership to encourage all students to attend school regularly and promptly.

Complete Attendance policy can be found in Board Policy 5001. All policies are located on the school web site @ Madison.esu8.org

TARDINESS

Teachers will verbally notify the students of tardiness every time they record a tardy. All tardies will be documented.

If a student is ten or more minutes late for school or class, it is considered an unexcused class absence.

ABSENCES

Parents need to **call the high school** office 402-454-3336 to notify the school of the student's absence. A message may be left on **extension 212.**

OR

When the pupil returns to school, the parents **must write a note** of explanation indicating the reason for and the length of the absence, which is handed in to the office upon returning. **If it is a medical or court related absence, the student must bring documentation.**

It is the responsibility of the student to complete the make-up work on time as the teacher has requested. Extended absences will be considered according to the circumstances and judgment of the principal and the administrative team.

If parents and student are aware that the student will be absent, they need to notify the office **in advance**. The student must bring a note to the office and get an admit slip so he/she can begin working on makeup work. Teachers will tell the student what needs to be done before he/she leaves and what is due upon his/her return.

After a student, has been absent from any class or classes, with the exception of school-sponsored activities during a period of one semester, the following procedures will apply:

If a student is ten or more minutes late for school or class, it is considered an unexcused class absence.

7 times -- A letter will be sent to the parents/guardian indicating how many absences the student has accumulated for the year

12 times -- A letter will be sent to the parents/guardian. A conference will be scheduled with the student, principal, and at least one parent/guardian. Upon the 12th absence, a final notice letter will be sent stating that credit for the classes missed may result in loss of credit.

17 times -- a final letter will be sent to the parent/guardian and the County Attorney will be notified. A meeting will be set up with student/parent and Chief Accountability Officer.

The parent/guardian and student may request an appeal for a credit re-instatement only one time in their Middle School career and only one time in their High School career.

UNEXCUSED ABSENCES Parents must verify all student absences within 24 hours of the absence. **Any absence not verified by parents with a phone call or note will be considered unexcused.** Students with repeated truancy will be reported to the county attorney. **20 absences in a school or calendar year will result in notification to the county attorney.**

5 unexcused absences in the High School or Middle School will require a parent meeting and may result in loss of credit or retention.

SCHOOL ATTENDANCE ON DAYS OF ATHLETIC CONTESTS OR SCHOOL ACTIVITIES

A student must attend school the day of an athletic contest or school activity to be eligible to participate that day. He/she must be in the building by noon and remain until the end of the day. If notified before the absence, the principal may grant special permission to participate.

MAKE-UP WORK FOR EXCUSED ABSENCES

Students are granted time to make up their work per the individual teacher's policy. Extended absences will be considered on an individual basis. Any work not made up is considered late. Students are encouraged to complete make-up work before the deadline. Students are expected to turn in assignments that were given before the absence when they return to class. This would include daily work, tests, and unannounced quizzes. Teachers may require students to do make-up work before and after school.

MAKE-UP WORK FOR SCHOOL ACTIVITIES

The sponsor will inform all teachers of the students participating in activities at least two days prior to an absence. Students are responsible to get assignments from their teachers and turn them in upon their return to class.

STUDENT CONDUCT & CONSEQUENCES 6-12

For students to experience success in school, they are expected to be on time, be prepared for class by doing their own assignments on time, and to display appropriate conduct conducive to a safe and orderly environment for learning and teaching at Madison Middle/Senior High School. MHS will be using PBIS program and MS will be using BIST.

Classroom teachers and students are responsible for the safe and orderly environment of the classroom. Teachers are responsible to assist students in making more appropriate choices by conferencing with the students to do problem solving and may issue consequences when necessary.

Students demonstrating classroom behavior enough to merit being referred to the office will be assigned a consequence within the guidelines established for discipline. This may include a problem-solving conference with the teacher, a problem-solving conference with the principal and/or, in-school suspension, short or long-term suspension from school, or expulsion from school.

The school will be using the BIST (Behavior Intervention Support Team) discipline program.

HARASSMENT/BULLYING/CYBER-BULLYING

Harassment/bullying may be defined as, any hostile or offensive act or expression by a person or group of people against another person or group, or incitement to commit such an act. Cyber-bullying is defined as any type of harassment via electronic format such as emails, chat room conversations, instant messaging, text messaging, etc.

Harassment/bullying/cyber-bullying of any kind is unacceptable at Madison Middle/Senior High School. This may be based on ethnicity, religion, gender, sexual orientation, age, or ability may take the form of or include behavior such as:

- derogatory name
- calling insults and/or
- racist jokes
- practical jokes resulting in awkwardness or
- embarrassment taunting or ridicule of any individual
- or group
- unwelcome remarks or
- innuendos physical attacks
- exclusion because of one's
- race racist graffiti or vandalism
- production of distribution of hate
- literature unfair allocation of work and
- responsibilities derogatory or offensive
- pictures and materials verbal abuse,
- threats, and intimidation gender or
- sexual preference or orientation
- exclusion from normal conversation

When an incident is reported, which violates the intent of these expectations, the alleged behavior will be evaluated by considering the context of the particular circumstances including the nature, frequency, intensity, location, and duration of the questioned behavior.

Although repeated incidents generally create a stronger claim of harassment/bullying, even a serious and yet isolated incident can be sufficient to warrant investigation. The person(s) investigating the alleged harassment/bullying shall make a record of the incident including the names of the parties involved and the efforts at resolution.

Parents will be notified at the beginning of the investigation, so they may be present. All parties will be notified of the entire contents of the report. Every effort will be made to take steps to focus on correction and education of the parties involved.

Consequences will be assigned accordingly.

STUDENT PROBLEM SOLVING CONFERENCE

When a student misbehaves in a classroom, the teacher will arrange a conference with the student. The student must report to the teacher's room. A consequence will be issued if the student does not show up for the conference. The student and teacher must still meet to complete problem-solving conference.

MINOR INFRACTIONS

The list of infractions below is regarded as necessary to provide an orderly environment for the best possible learning climate in school. Students committing these infractions will receive consequences. The following list is not intended to be all-inclusive.

1. Minor insubordination.
2. Running, pushing, shoving or loud behavior in the hallways, commons, classroom or outside near classrooms.
3. Using vulgar or offensive language in or out of the classroom.
4. Failing to keep hands, feet and all objects to themselves. (This includes throwing snowballs, pinecones, and sticks).
5. Displaying rude or disrespectful behavior to any school employee or fellow student.

6. Distracting other students and disturbing the appropriate school environment.
7. Refusing to comply with reasonable standards set forth by any staff member.
8. Skipping a class or unexcused absences.
9. Using pins, rubber bands, pencils, and other objects in a way that may be harmful to others.
10. Misbehaving for a substitute teacher will result in additional consequences.
11. Defacing or damaging an agenda.
12. Misbehaving at extra-curricular activities.
13. Being in the wrong area of the school.
14. Misbehaving in lunch detention will result in two more lunch detentions.
15. Other behavior that interferes with teaching and/or learning.

MAJOR INFRACTIONS

Examples of major infractions include, but are not restricted to:

1. Fighting--Any fight resulting in physical injury (bruises, cuts, and/or blood) to either party will be reported to the police. Students who choose to participate in peer mediation may have a reduction in time spent in suspension.
2. Major Insubordination-The repeated or ongoing refusal to comply with reasonable request.
3. Theft--Taking any items that belong to any student, staff member or to the school. Losses exceeding \$500 to one individual or to the school will result in long-term suspension or expulsion.
4. Vandalism-Causing or attempting to cause substantial damage to private or public property. Students will be responsible to pay damages. If damages exceed \$500 to private or public property, the student will be subject to long-term suspension or expulsion.
5. Distribution of, sale of, possession of, use of or being under the influence of tobacco, alcoholic beverages, or illicit drugs on school property or at any school-related activity is prohibited. Any student suspected of being under the influence of alcohol or illicit drugs will be required to participate in a screening process.
6. Truancy or an unexcused absence. This includes leaving the school grounds without permission.
7. Forgery--Forging the name of a parent, guardian or staff member on a note or any form of pass.

8. Riding in or operating a vehicle during lunch hour or during the instructional school day without permission.
9. Vulgar language, threatening or intimidating behavior directed towards any person.
10. Harassment/Bullying--(including sexual & cyber-harassment) directed toward any person. The harassed individual has the right to file a harassment grievance.
11. Use of any object or device causing bodily harm to any person.
12. Any other behavior that interferes with teaching and/or learning.

SHORT-TERM SUSPENSIONS

Any student may be excluded from the Madison Public Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law:

1. The student has a dangerous communicable disease transmissible through normal contacts.
2. The student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well-being of the school community.
3. The student is involved in excessive or extreme behaviors or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education.
4. The student conducts himself/herself in a way that is a clear threat to the physical safety to himself/herself, and/or to others student is so extremely disruptive, so others cannot pursue an education, he/she will be removed.

Short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct of violation and has determined that such suspension is necessary to help student to further school purposes or prevent interference with school purposes.

Before such short-term suspensions shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident.

The administrator shall, as soon as it is reasonably possible following the suspension, send a written statement to the student's parents or guardian describing the student's violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.

MAKE-UP WORK WHEN A STUDENT IS ON SUSPENSION

Make up work will be up to the discretion of the teachers.

LONG-TERM SUSPENSIONS AND EXPULSIONS

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Madison Public School system for a period exceeding five school days but less than twenty school days.

Expulsion shall mean exclusion from attendance in all schools within the system for the remainder of the semester –

Unless the misconduct occurred: a) First semester--within ten days prior to the end of the first (1) semester, in which case the expulsion shall remain in effect through the second (2nd) semester; or b) Second semester--within 10 school days prior to the end of the second (2nd) semester, in which case the expulsion shall remain in effect for summer school and the first (1) semester of the following school year.

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose;
2. Attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

5. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic beverage.
7. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
8. Repeating violations of any rules validly established pursuant to section 1 of this act if such violations constitute a substantial interference with school purposes.

If an administrator decides to discipline a student by long-term suspension or expulsion, the following due process procedures shall be adhered to:

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of their rights established under this act. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension or expulsion for disciplinary purpose can be invoked, the student shall have a right to a hearing, upon request, or the specified charges.
4. A description of the hearing procedures provided by this act, along with the procedures for appealing any decision rendered at the hearing.
5. A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's academic and disciplinary records and any affidavits to be used at the hearing considering the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person, or by registered or certified mail as prescribed in sections 15 and 16 of this act.
7. Nothing in this act shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
8. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

ALTERNATIVE EDUCATION

High school students may be placed in alternative education for a variety of reasons. A team of teachers, administrators, and the student's parents/guardians will meet before the final decision is made. Students may be in alternative education for credit recovery, academic problems, persistent absences, discipline issues, or other reasons that prevent the student's success in the regular classroom. If a student successfully completes his/her work in alternative education, and the teacher, and team agrees, the student may return to the regular classroom. The ultimate goal of alternative education is for the student to return to his/her class and be successful. A separate alternative education handbook is available on request.

ALTERNATIVE CREDIT

Students who are expelled from school may choose to receive alternative credit. Students may earn credit for core classes (English, math, science, and social studies) by completing an approved alternate course. In order to receive credit, the student must meet the following requirements:

1. Must receive a 70% or above.
2. Must complete the course within 30 days of the completion of the semester. Students who are permanently removed from a class do to behavior will earn a WF (Withdrew Fail) and will be required to complete a full semester of an approved alternate course.

INVESTIGATION BY LAW ENFORCEMENT OFFICERS

Investigations by law enforcement officers conducted on school premises:

Administrators or school personnel may report unlawful conduct to law enforcement officials. Officers may determine the necessity of conducting the interview at either the police department, school or the student's home.

Complete Policy can be found in Board Policy

5022 Investigations and Arrests by Police or

Other Law Enforcement Officers and Health and Human Services

Interviews

The building principal will make attempts to contact a student's parent for their and presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned if the law enforcement officer identifies circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning.

Interviews conducted at police department: The officer who determines that it is appropriate to conduct an interview with a student at the police department may contact a student to arrange a meeting after school hours.

Taking a student into custody on school premises: Arrest of student on school property should be avoided. If an administrator releases a student to an officer, the administrator shall take immediate steps to notify the parent or guardian, or responsible relative regarding pertinent information.

WEAPONS POLICY Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object that could be used to injure another person and which has no school-related purpose will be considered a weapon for purpose of this policy.

WEAPONS POSSESSION - Mandatory reporting to law enforcement.

First Offense – Immediate suspension

Further Offenses – Recommendation of expulsion

If the weapon is a firearm, federal law requires the student to be expelled for up to one school year.

PARENTAL INVOLVEMENT

Madison High School encourages parental involvement and at different times, parent conferences will be requested. It is very important that parents respond to these requests; however, if a response to a request is not received within seven days, a meeting will be scheduled with the student involved and concerns will be discussed. The purpose of the

meeting is a resolution of concerns; after this meeting, the resolution will be final. The plan for resolution of concern will be sent to parents.

STUDENT APPEAL PROCEDURE

The first step of appeal is for the student to talk to the teacher privately before or after school or during a study hall. The second step of the appeal is to talk to the counselor or principal concerning some type of disciplinary action. He/she may do so before school, after school, or during a study hall. A student cannot leave a class for this purpose.

DATING VIOLENCE POLICY – Specific guidelines are outlined in school board policy. Copies may be made available through the office upon request.

CONCERNS/GRIEVANCES of STUDENTS, PARENTS, OR PATRONS

The school encourages communication about concerns or grievances. We welcome personal contact with the concerned individuals. If after a personal meeting, the students, parents and/or patrons are not satisfied by the explanation of the teacher, activity sponsor and/or administrators, a formal grievance can be filed.

Below is a brief description of the Madison Board of Education grievance procedure.

The complaint or criticism must be submitted in writing on forms provided by the building principal. The complaint must be signed by the complainant and turned in to the building principal. The written complaint, as well as all responses (in writing), needs to accompany the complaint all the way through the process.

The school administrator, after review of the written complaint, shall arrange a meeting date, which is mutually convenient to all parties involved. At this time, the parties shall address the nature of the grievance, complaint or criticism, and suggestions for improvement or remedial action will be discussed.

In the event the grievance, complaint, or criticism is not resolved to the satisfaction of all parties involved, they may appeal, in writing, to the superintendent of schools. The original complaint form shall follow the complaint to the succeeding level of consideration.

If the party is not satisfied with the response of the superintendent, said party may address a written appeal to the grievance committee of the

Board of Education, which will be filed with the secretary of the Board of Education.

A meeting will be scheduled with the Board of Education. The decision of the Board of Education will be final.

In the event the grievance, complaint and/or criticism is directly related to the Board of Education, or the superintendent's office, it should be submitted in writing to the superintendent of schools.

The entire grievance policy can be obtained at the Madison Middle and High School offices and at the Madison Elementary School during business hours.

REGULATIONS CONCERNING STUDENT FEES

1. Specialized clothing/equipment for curricular issues (including band instruments) will be provided for all students. Utilizing specialized clothing/equipment may require students to use that specialized clothing/equipment (including band instruments) on a shared basis and for a designated time only. Students may choose to deviate from the provided specialized clothing/equipment (including band instruments) provided the instructor gives approval and provided the specialized clothing/equipment equals or exceeds the standards of the course.
2. Specialized clothing/equipment for activities will be provided for all participating students. The selection of specialized equipment (including uniforms) is left to the decision of the activity director and administration. Students may choose to deviate from the provided specialized clothing/equipment provided the instructor/coach/sponsor gives approval and provided the specialized clothing/equipment equals or exceeds the required standards of the activity.
3. Instructors/coaches/sponsors may require personal and consumable items for coursework or activities. Additionally, fees may be required for materials required for individual course projects if the project becomes the property of the student upon completion of the course. Students will be made aware of the material costs prior to the start of the project. Students receiving waivers may have similar projects provided; projects will stay as property of the school.
4. Transportation fees to activities may be charged and will be calculated on a per trip basis.

5. Transportation and entrance fees for field trips are provided at no charge to the students.
6. Admission to activity contests follows East Husker recommendations: \$5 for adults, \$4 for students for Varsity activities and \$2 for junior varsity activities. Students who do not have the activity card with them will be required to pay the regular admission fee.
7. Parents may seek waiver exemptions from the above listed fees by filling out a "Waiver Request" form that is available from the superintendent of schools.
8. Each waiver request must include verification of income from the previous year. Verification of income can be done by providing a copy of the previous year's income tax return; by providing the most recent pay notices from their present employers; Social Security, Pensions, or Retirement notices; by providing Federal Assistance notification card or letter; Child Support or Alimony received; and/or any other notifications of income received. Verification of self-employment forms is provided in each school office for those who would need them. School officials will calculate income using the formulas provided by the United States Department of Agriculture Child Nutrition Program.
9. Families seeking waivers from fees as described above must return their request form within two weeks from their child/young adult starting school. "Waiver Request" forms are located in the office of each school. One request will cover all fees for the year.
10. Instructors/coaches/sponsors may suggest non-specialized clothing to build class/club/team spirit; however, care must be taken to assure students these are not required to have non-specialized clothing or equipment for participation in the class, club, or activity.
11. Actual replacement costs due to loss or damage to equipment, books, or supplies will be charged to any student.
12. Tuition costs for dual credit or honors courses will be paid directly by the students to the college.
14. If a financial emergency should arise (a loss of job, health issues, etc.) families may petition the Superintendent of Schools. The Superintendent of Schools may make waiver decisions for these types of emergency purposes during the year.

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 (ESSA) gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Madison Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction:
2. Whether the teacher is teaching under an emergency or provisional teaching certificate:
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. Madison Public Schools will, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child's school building. The information will be provided to the parents in a timely manner. Finally, Madison Public Schools will give timely notice to the parents if their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the act.

STAFF CONDUCT WITH STUDENTS

All staff members, including teachers, coaches, counselors, administrators, school volunteers and others are to maintain the highest professional, moral, and ethical standards in their conduct with students. **Specific guidelines are outlined in school board policy. Copies may be made available through the office upon request.**

NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The No Child Left Behind Act of 2001 requires Madison Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Madison Public Schools **not** provide this information (i.e., not provide the student's; name, address, and telephone listing) to military recruiters or institutions of higher learning, without their prior **written** parental consent. Madison Public Schools will comply with such request.

NOTICE OF NONDISCRIMINATION

The Madison Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:

Title: Superintendent of Schools

Address: Madison Public School

P O Box 450

Madison, Nebraska 68748 **Phone #:**

402-454-3336

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights.

Office for Civil Rights

8930 Ward Parkway, Suite 2037

Kansas City, MO 64114

816-268-0550

FAX: 816-823-1404; TDD: 800-437-

0833

GRADUATION REQUIREMENTS

Graduation requirements for **Madison High School** provide each student with a solid background in the core curriculum areas along with an intensive study in several critical subjects in order to more thoroughly prepare each student for the future after high school. To graduate, students must complete the following program of study in grades 9-12 during the required four years of attendance:

Language Arts.....	40 credits
(English I, Beg Speech, English II, American Literature and Senior English class are required)	
Social Studies.....	40 credits
(Geography, World History/Modern Problems, American History, and American Government are required)	
Mathematics.....	30 credits
(Algebra I and Geometry are recommended)	
Science.....	30 credits
(Earth Science/Research & Design, Biology, and Chemistry/Physical Science – required)	
Information Technology	5 credits
Personal Finance/Economics.....	10 credits
Practical Arts.....	20 credits
(Choices from Art; FCS; Business; ITE; Band, Choir; and Information Technology)	
Physical Education.....	10 credits
(Physical Education 9/Health is required)	
Service Learning – 1 semester required of seniors.....	5 credits
Electives.....	45 credits or more

TOTAL REQUIRED FOR GRADUATION.....235 CREDITS

TOTAL REQUIRED FOR ALT ED GRADUATION.....200 CREDITS

CLASS REQUIREMENTS

All students are required to register for at least 8 classes (6 for seniors) each semester.

HIGH SCHOOL INDEPENDENT STUDY COURSES/APEX ONLINE CLASSES

Correspondence courses will be accepted on an individual basis from fully accredited colleges and universities. Tuition must be paid by the student. Students should get approval for such courses from the counselor and principal before registering. APEX online classes are arranged through the counselor’s office for credit recovery, credit, or elective. There is no cost. Course work can be done one assigned period a day or on own time. Unit tests must be completed with a teacher. See course list at the end of this booklet.

DUAL CREDIT CLASSES

College classes are offered at Madison High School that give dual credit from Madison High School and either Northeast Community College or Central Community College. Tuition is paid by the student to the college. **Analytic Geometry/Calculus I** is available here for dual credit from MHS, CCC or NECC, **English 1010 and 2100** is dual-credit from CCC. A student must be in the upper half of their class or have a certain ACT score for certain classes. See the counselor for details.

COLLEGE COURSES

Students may take courses at Northeast Community College or at Central Community College - Columbus to begin their college credits. Tuition must be paid by the student. Students should get approval for such courses from the high school counselor and principal before registering. Taking Distance Learning classes, on-line and tele-courses from other high schools and NECC are available through our distance learning room.

COURSES OF STUDY

Students who have established the goal of attending college should take extra time in preparing their academic schedule. As the catalogs of each individual college will show, some require a foreign language, others may require additional math or science classes. These catalogs are available in the Guidance Office. Each student should, together with parents, counselor, and teachers, determine a course of study that is as beneficial as possible. The following examples of courses of study:

GENERAL PROGRAM

Language Arts	40 credits
Social Studies	40 credits
Mathematics	30 credits
Science	30 credits
Practical Arts	20 credits
Physical Education	10 credits
Personal Fin/Econ	10 credits
Comp. Applications	5 credits
Service Learning	5 credits
<u>Electives</u>	<u>45 credits</u>

TOTAL 235 CREDITS

COLLEGE PREPARATORY PROGRAM

Language Arts	40 credits
Social Studies	40 credits
Mathematics	40 credits
Science	40 credits
Practical Arts	20 credits
Foreign Language	20 credits
Physical Education	10 credits
Personal Fin/Econ	10 credits
Comp. Applications	5 credits
Service Learning	5 credits
<u>Electives</u>	<u>35 credits</u>

TOTAL 275 CREDITS

TOTAL ALT ED-200 CREDITS (25 less electives)

In the general program, the student may use electives to take business, vocational and/or technical courses that may suit their needs after graduation. The student who is planning to attend a four year college or university should take our most challenging courses. The student is encouraged to take as many courses in mathematics, science, foreign language, social studies, and language arts as time permits. Many students who do outstanding work in high school are credited with this achievement and are permitted to take more advanced honor courses in college.

WEIGHTED CLASSES

Certain courses at Madison High School are given a weight to be used when determining a student's class rank. This weighting is an indicator of relative difficulty and/or intensity of a given course. This weighting system is used ONLY in determining rank in class. Only courses requiring a prerequisite will be weighted:

Level IV = +4 points added to grade - Math 2000 Analytic Geometry/Calculus I

Level III = +3 points - English 1010 & 2100, All dual credit college classes

Level II = +2 points - Anatomy & Physiology, Physics, Chemistry, Trigonometry/Pre-Calculus, Spanish IV.

Level I = +1 point added - Algebra II, Spanish III, Sociology.

Level O = +0 - All other required courses and electives

FINALS

All Juniors and Seniors may be required to take comprehensive semester tests. The semester tests count 1/7th of the semester grade.

PREREGISTRATION

During the spring, preregistration process allows students to select the courses they plan to take and also enables the school to begin a schedule and determine staff needs for the coming year. It is important that students only schedule courses they plan to take for the next year. Students will be allowed to take courses only in regular sequence. Students should check carefully in the section "Description of Courses" to be certain that they have the prerequisites required for each course they choose.

DROP AND ADD

Students will be allowed to drop and add classes prior to the school year and only one week after the first week of classes each semester. Any other changes or conflicts must be made through the counselor after the first week. Students wishing to change their schedule should obtain a Schedule Change from the Guidance Office. Any student who drops a class after the first week for either semester will be given a grade of Withdrawn Failing.



GRADE CLASSIFICATIONS

Grade 9:	0-50 credits and one year of high school attendance
Grade 10:	51-109 credits and two years of high school attendance
Grade 11:	110-159 credits and three years of high school attendance
Grade 12:	160 or more credits and four years of high school attendance

INSTRUMENTAL MUSIC, VOCAL MUSIC, AND EXTRA-CURRICULAR ACTIVITIES

Students may participate in band and/or chorus as electives with any course of study. Students may also participate in extracurricular activities and sports provided they maintain minimum eligibility status. A \$40 one-time fee will be need to be paid before participating .

DEFINITION OF TERMS

REQUIRED - All students planning to graduate from Madison High School must successfully complete these courses.

ELECTIVES - Courses which the student may choose to complete their academic program.

CREDIT HOURS - These are the units of value put on a course. Credit hours vary according to the course and students should check the course descriptions. Most courses are five credits per semester.

PREREQUISITE - This is the minimum demonstrated competency, skill, or requirement needed to enroll in a course.

HONOR ROLL - To be eligible for Honor Roll status at Madison High School a student must maintain a minimum grade average (not weighted) of 94% during the grading period.

HONORABLE MENTION - Students whose grade average (not weighted) in between 90% and 93.9% will be considered Honorable Mention during the grading period.

RANK IN CLASS - Rank in class is based on weighted grade average, and compares the student's relative rank with all other students in his class. The top ten percent of each class rank will be recognized during Honors Night.

INSTRUCTOR PERMISSION - A class may require a signature from the instructor when a prerequisite has not been met or when a student transfers in from another school who has not had the prerequisite.

EXTENSION COURSES

Students may receive credits to apply toward graduation by taking extension courses from approved post-secondary learning institutions, if approved by the principal and/or superintendent. These courses may be ordered through the school, but the student taking such course(s) will pay the initial cost

GRADING SYSTEM

**1. GRADING: A= 94%--100% B= 86%--93% C=78%--85%
D= 70%--77% F= 69% and below**

A student will be ineligible if:

- a. he/she has below a 70% average in two classes or
- b. he/she has below a 60% in any one class.

Report card and permanent records will have academic class grades recorded in the numerical form. No student will receive a report card grade above 100%. Band, choir, and physical education grades will also be recorded for credit but are not included in the class rank.

HONOR ROLL

An honor roll (GPA without weighted classes) will be issued at the end of each semester, for high school only. Students who have at least a 94 average will be eligible. Those students maintaining a 90-93 average are eligible for honorable mention.

INCOMPLETE GRADES

Students may receive incomplete grades on report cards if they have not completed course work in allotted time. Individuals with extended illnesses will be considered.

NATIONAL HONOR SOCIETY

1. At the beginning of a semester, a number of faculty members are asked to serve on the membership selection committee.
2. The faculty advisor is an ad hoc member of the faculty council but does not vote.

3. For the purpose of membership consideration, the principal provides the selection committee with a roster of students who are eligible scholastically. From this roster, the committee selects inductees using the four criteria of scholarship, leadership, character, and service.
4. A comparative rating sheet may be used to help the committee evaluate candidates, but final membership selection must be subsequent to a formal vote of the council sitting in plenary session.
5. In the early spring/late fall of each term, members will be selected from the sophomore and junior classes in the manner described above. In the early fall, members will be selected from the junior and senior classes.

ACTIVITIES/ ATHLETICS ELIGIBILITY

All students have the ability of receiving Madison Middle/High School Activities Handbooks. Students and parents are to read the handbook and become familiar with the information it contains. The handbook contains all rules for eligibility.

1. Each student must meet eligibility requirements. All students are eligible for the first contest/performance of each activity.
2. A student will be ineligible to compete or perform interscholastically if:
 - a. he/she has below a 70% average in two classes or
 - b. he/she has below a 60% in any one class.

A student will be ineligible for one week. Ineligibility begins on Sunday and ends the following Saturday evening. If there is a week (short week) where a student does not have an opportunity to improve his/her grade, the principal or designee may waive ineligibility for the following week.

3. Eligibility is considered for all activities. The term "activities" shall mean all events in which students are supervised by MPS staff, transported in MPS vehicles, wear MPS uniforms, or use MPS equipment.
4. ALL MS/HS Students will be required to attend before and after school practices unless the head coach or sponsor excuses them.
5. Students who have medically verified illnesses will be provided time to make up work. The principal will have the right to waive ineligibility.

6. A student placed on the ineligible list will be allowed to participate in the following activities during the restriction period:
 - a. Attend all regularly scheduled class periods.
 - b. Attend any convocation or assembly designed for all or part of the student body.
 - c. Participate in a class trip that is developed and supervised by the classroom teacher, is expected to be attended by all members of the class, is considered part of the curriculum for that particular class and takes place during the confines of that particular class period.
 - d. Students may be given an alternative assignment if they are ineligible to attend the field trip, etc.
8. The NSAA and Madison Public Schools require all high school students to pass 20 semester credit hours in order to be eligible for the next semester.

**REGULATIONS REGARDING ALCOHOL, DRUGS, TOBACCO,
AND OTHER BEHAVIORS**

The following rules and standards concerning student conduct related to alcohol, tobacco, drugs, and other behaviors are established to assist the Madison Public Schools in promoting healthy lifestyles, encouraging safe choices and behaviors, and carrying out the school's educational function. These rules and standards shall be in effect for all students beginning on the first day of 6th grade or the first day of fall sports practice as set by the NSAA or at the time the student enrolls in the Madison Public Schools and will continue on a year-round basis from that time until such time as the student graduates from Madison High School or ceases to be enrolled in the Madison Public Schools.

EXPECTATIONS: Madison Public School students are expected to obey all laws, policies, etc. of the United States, the State of Nebraska, the City of Madison, and the Madison Public Schools. Further, it is expected that MPS students will be honest in their conversations with MPS staff regarding actions related to this regulation.

INFRACTIONS: Students who choose to demonstrate any of the following behaviors are subject to disciplinary consequences.

1. Knowingly possessing, using, being under the influence of, selling or distributing alcohol or illegal drugs, possessing drug paraphernalia, or admitting to or being convicted of minor in possession or minor in consumption. Students shall not knowingly remain in an area where

minors are consuming alcoholic beverages other than their own residence or a recognized place of worship. Students shall not knowingly remain in an area where illegal drugs are being used.

2. Possessing or using tobacco products.
3. Engaging in any activity classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Bringing to school, possessing, handling, or transmitting or using any dangerous weapon in school, on school grounds, or at a school function off of school grounds.
5. Violating the Madison Public School's Harassment Regulation.
6. Anything that is not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be incompatible with the standards required of students enrolled in the Madison Public Schools.
7. Committing an act classified as a felony by the State of Nebraska may be considered a third offense under this regulation.

Note: This list of infractions is not intended to be all-inclusive. School officials and the Board of Education will deal with all violations and consequences on an individual basis in consideration of the unique details and circumstances involved in each situation and in observance of the district's established procedures for considering appeals or grievances.

PROCEDURES:

Reporting Violations: violations of the expectations noted above may be self-reported by the student or may be reported by any person witnessing the conduct to any school official (Lead Teacher, Athletic Director, Counselor, or Principal). Anonymous reports will be disregarded unless there is an immediate threat to the safety of students, staff, or facilities.

Investigation: upon any report of a potential violation of this regulation, the school official receiving the report will complete each of these steps:

1. report the potential violation to an identified school official.
- 2a. If the report is initiated by a student, the school official will document the exact time and date of the student-initiated report and will schedule a meeting to discuss details of the violation when a parent/guardian is able to be present.
- 2b. If the report is initiated by a person witnessing the conduct, the school official will document reported details of the violation and will schedule a meeting to discuss details of the violation when a parent/guardian is able to be present. An alleged violation of this regulation by a student may only be investigated by school officials if the report is received within one calendar year of the date the alleged violation.
3. the school official will make reasonable attempts to contact the parent/guardian to schedule a meeting of the student, the student's parent/guardian, and any two school officials within 30

hours. A phone conference will be a suitable alternative to the face to face meeting. The purpose of this meeting will be to determine whether a violation of this regulation has occurred, to document all relevant details of that violation, and to assign consequences based on that violation. In the event that the parent/guardian does not schedule the meeting or does not attend the scheduled meeting, the parent/guardian waives the right to be present for the meeting and the meeting will proceed as scheduled.

4. school officials participating in such a meeting will prepare a written summary of the meeting which will be reported to school administration and filed in the student's individual student folder.

Assignment of Consequences: consequences assigned a student will generally begin on the day of the violation meeting, or at such other time as specified by a school administrator. Any student serving a consequence at any level of offense will be suspended from publicly representing MPS and/or attending on- or off-campus MPS activities. Any student serving a consequence at any level of offense will be permitted to attend and participate in practices, meetings, class period activities and lessons subject to any further restrictions noted below. The term "activities" shall mean all events in which students are supervised by MPS staff acting in that capacity, transported in MPS vehicles, wear MPS uniforms, or use MPS equipment. Activities from which a student may be suspended also include events such as Coronation and Prom, but not Commencement.

Coaches and sponsors shall have the authority to request students in that specific organization who are suspended through his regulation to attend public school events in a service role, but such students shall not wear uniforms, compete or perform individually or as part of a group, or in any other way publicly represent the school.

School officials may specify the frequency of alcohol/drug evaluations and identify who may provide such evaluations. In all cases, the student/parent/guardian shall be responsible for all costs associated with the evaluations. A list of local agencies providing evaluations is available from the principal, school nurse, or guidance counselor.

Consequences for school activity participants:

1. 1st offense: suspended from publicly representing the school for 14 days
A first offense consequence may be reduced to 7 days provided the student reports the violation within 24 hours of violation and before participating in the next school activity to the lead teacher, athletic director, counselor, or principal.
2. 2nd offense: suspended from publicly representing the school for 28 days
Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense

and successful compliance with all recommendations that arise from that evaluation if the previous and second offense were alcohol or drug related.

3. 3rd offense: suspended from publicly representing the school for 1 calendar year (365 days)
Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense and successful compliance with all recommendations that arise from that evaluation if the previous and third offense were alcohol or drug related.
4. 4th offense: suspended from publicly representing the school for remainder of middle school or high school career
Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense and successful compliance with all recommendations that arise from that evaluation if the previous and fourth offense were alcohol or drug related.

Consequences for students who are not school activity participants:

1. 1st offense: required to perform 20 hours of approved community service work
A first offense consequence may be reduced to 10 hours provided the student reports the violation within 24 hours of the violation to the lead teacher, athletic director, counselor, or principal. All assigned community service hours must be completed in order to qualify for Senior privileges.
2. 2nd offense: suspended from school for 1 day and required to perform 30 hours of approved community service work
Note: all assigned community service hours must be completed in order to qualify for Senior privileges.
3. 3rd offense: suspended from school for 2 days and required to perform 40 hours of approved community service work
Note: all assigned community service hours must be completed in order to qualify for Senior privileges.
4. 4th offense: suspended from school for 3 days required to perform 50 hours of approved community service work
Note: all assigned community service hours must be completed to qualify for Senior privileges.

Legal Protection: In the event the student contests an alleged violation resulting from a citation or other legal action that may result in court action, school officials have the authority to defer consequences until the issue has been resolved in the court system.

Appealing Assigned Consequences: In the event that consequences assigned by school officials through this regulation are contested by the student or his/her parent/guardian, the offended party may appeal the consequences assigned by submitting a written appeal to the Superintendent. When such an appeal is filed with the superintendent, all consequences assigned will be immediately suspended and deferred until the superintendent has completed a review of the details of the violation and the assigned consequences. The superintendent will

issue a written statement either affirming the consequences as originally assigned or modifying them in some manner. In the event that any assigned consequences remain following the superintendent's review, those consequences or the modified consequences will be implemented at the time the superintendent issues his response to the appeal. Appeals of the superintendent's decision may be considered by the Grievance Committee of the Board of Education.

Eligibility Timeline: All consequences and timelines refer to a student's 3-year middle school career or 4-year high school career. Student eligibility under this regulation will begin anew upon the student's enrollment in grade 9.

Eligibility Reinstatement for Students Participating in School Activities: Any student suspended a second time from publicly representing the school through this regulation who successfully completes all requirements of any diversion or probation program, pays any fines, complies with all recommendations of counseling and/or drug/alcohol evaluations, and completes 20 hours of approved community service may reduce the second suspension by up to 14 days. Any student suspended a third or fourth time from publicly representing the school through this regulation who successfully completes all requirements of any diversion or probation program, pays any fines, complies with all recommendations of counseling and/or drug/alcohol evaluations, and completes 60 hours of approved community service may reduce the third or fourth suspension by up to 90 days. This process of buying back suspension time may be repeated. Any days suspended through this provision shall be deducted from the end of the suspension period.

Community service hours specified in the suspension buyback provision shall meet each of these criteria:

1. Must be apart from MHS service learning hours and apart from any community service hours assigned by the legal system;
2. Must be approved in advance by any two of the following: A.D., principal or superintendent; and,
3. Must be documented in writing by the supervisor at the location where the student is working.

Once the community service hours have been completed, the student may submit a buyback request to the Activities Director or Athletic Director, who will then form a committee to consider the request. The Activities Director or Athletic Director shall have the responsibility to select members of this committee and will select one committee member from each of the following groups: board of education, administration, staff, activity sponsors, and any other representative(s) deemed appropriate. It will be the student's responsibility to demonstrate a positive change in attitude and actions through his/her records of attendance, conduct, grades, and community activities to the appointed committee. This committee will consider the above items as well as teacher and administrative recommendations, school attendance, conduct, grades, any other legal issues/problems, etc. when determining possible reduction suspension (attendance and/or participation) time. The length of reduction (if any) will be left to the discretion of the Committee.



STANDARDTM RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school.

Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate

and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight" **EVACUATE** - "To the Announced Location" **SHELTER** - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained, and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT

SECURE THE PERIMETER

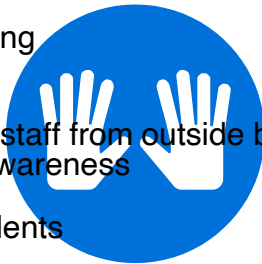
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE

TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



Title I: School-Parent-Child Compact

The Madison Public School

and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact which outline how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

School Responsibilities:

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

Parent Responsibilities:

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.