

# **Madison Middle School Student and Parent Handbook**

**2024 – 2025**



“Students Are The Reason Madison School Exists”

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**2024-2025**

# **MADISON MIDDLE SCHOOL HANDBOOK**

**“Students Are The Reason Madison School Exists”**

***Our Mission:*** Madison School, in cooperation with our community, will empower each student to develop his or her full potential to be successful in an ever-changing world.

***Our Vision:*** Developing individual excellence through rigor, innovation and personal attention.

## **FORWARD**

This handbook has been prepared to acquaint the student body with expectations, regulations, activities, courses of study, and suggestions intended to aid every student in making the most of his/her school career. The material in this handbook is an outgrowth of the need for the school to operate in an efficient manner through the use of reasonable policies, and understandable rules of behavior. All students are expected to familiarize themselves with and abide by the provisions in this handbook. The District’s Board of Education has developed a comprehensive set of policies, available on the District’s website. Students and parents are also bound by Board Policies.

In order to utilize this guide in the best way, read the handbook, ask questions concerning it, make suggestions to your student council, teachers, counselors, and administrators, and keep it on hand for reference. By so doing, you will have a voice in shaping Madison School NOW, and in the future.

## **ANNUAL FERPA STATEMENT**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children’s education records, the right to seek to have the records amended, and the right to consent to the disclosure of personally identifiable information from education records, except as provided by law.

When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”).

## WELCOME

We want to extend to you a cordial welcome to Madison Middle School. Education is one of the most important ingredients in your life. We feel confident that you will want to make the best possible use of your educational opportunities so that you will become a responsible, active citizen in our school community.

Our offices are open to each and every one of you, and we hope you will feel free to ask us, or any of the staff members, for help at any time. In so doing, we hope you will prosper and grow in knowledge.

Nick Whiteley  
Principal

Lucas Kennard  
Assistant Principal

## STATEMENT OF PHILOSOPHY

The Board of Education of the Madison Public Schools recognizes that proper student conduct is essential in all programs and activities of the school. Proper conduct is essential (1) to develop and maintain a healthy teaching/learning environment in the classroom, (2) to develop and maintain those conditions necessary for an orderly, safe, and efficient operation of the school and the school program, and (3) as a teaching tool, illustrating the fact that orderly conduct is a prerequisite to cooperative and productive participation in adult life.

In order to ensure each student's right to educational opportunities in the school system, various policies, rules, and regulations governing student conduct and discipline have been developed. It is the responsibility of the student to be aware of those specific regulations and interpretations.

Discipline is the joint responsibility of students, parents, and the school. When a student is apprehended for violation of a school regulation, the support and cooperation of both student and parent is essential to the school in disciplinary measures taken. The school is charged with the responsibility of administering a discipline that is educational, rehabilitative, reasonable, fair, and that takes into account individual student rights as an inherent tenet of democracy. The school shall keep a confidential written record of student misconduct and the disposition deemed appropriate.

It is not the purpose of this school district to provide educational services to students guilty of gross misconduct or persistent disobedience. Students unable or unwilling to conform to these policies, rules, and regulations may be suspended or expelled.

It is the purpose of this handbook to outline those general rules and regulations, which if violated, may lead to some form of disciplinary action, up to and including, expulsion from school.

**Provisions of the handbook are in effect, unless the Principal approves specific exemptions, for any student who is on school premises, in a school-related vehicle, at a school sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.**

## **School Accreditation**

Advanced Education accredits Madison Middle School.

Madison Middle School has met Annual Yearly Progress (AYP) Requirements as established by the No Child Left Behind Act of 2001.

## **Open Message to the Student Body**

We at Madison Schools learn to discipline ourselves and follow the Golden Rule: “Do unto others as you would have them do unto you.” If we do this, there will be little need, if any, for disciplinary measures. Our goal is to excel at whatever we do. We must first respect ourselves and then others will respect us too.

Our teachers hold the key to our future and are here to prepare us today to meet the challenges in the world of tomorrow. When we fail to conform by listening, concentrating, observing, inquiring, responding, and cooperating, we become short changed and will fail to meet the requirements that society expects from us. When we fail to obey the rules and regulations, we must and will have to face the consequences.

We all make mistakes at times. However, there is a way in which to correct those mistakes by having an honest, apologetic attitude with your teachers and peers. This will make all the difference in the world as you learn to grow in today’s society and tomorrow’s world. What really counts is a desire to improve and show visible proof of that improvement as we strive toward excellence.

We all should be proud of our school. Madison is a pleasant place to learn and grow together. The group most responsible for this is the student body. As students of Madison Middle School, we must have high expectations of our peers and ourselves. No one will be allowed to threaten our pleasant learning environment unless we let him or her by standing idly by or by saying nothing when we know something is not right.

Together, let’s make this school year a success. Everyone can be successful if they attend class regularly, on time, and consistently do the best work they can each day. Choose to be successful.

## Attendance

State law requires that children attend school from the age 6 until age 18 unless a specific legal exception applies. The District has imposed additional attendance requirements for its students in order to maintain academic standards for earning credit.

Student grades in all classes will include 10% attendance/participation. For purposes of determining the attendance/participation grade school related absences will not affect a student's score. In certain circumstances, such as when a student's disability or unique health needs prevent regular attendance, this requirement may be waived. Consecutive days missed that are from the "exempted category" will be blocked as one absence when calculating a student's attendance/participation grade.

1. An attempt will be made by the attendance office to call parents each day a student is absent.
2. If the absence problem continues, a conference (or home visit) will be called with the student, parent, and principal.
3. If the problem persists the Lenawee Intermediate School District Truant Officer will be contacted.

### **There are two types of absences:**

1. **Countable Absence** (*count towards attendance policy*)
  - personal illness
  - leaving school without signing out
  - excusable parent request of absence including prearranged absences

**\*\*Note:** Absences that are prearranged or excused by the parent still count towards the total number of days allowed by the attendance policy.

2. **Non-Countable Absences** (*do not count towards attendance policy*)
  - funeral
  - school related activity
  - doctor or dentist appointments
  - doctor/Health Department ordered illness, injury, or hospitalization requiring absence from school
  - special orthodontic or medical situations that are ongoing and school time injury requiring hospital or doctor care Suspension (does not count toward attendance policy)
  - Suspensions (In-School and Out-of-School)

*\*Students suspended out-of-school are responsible for obtaining their assignment(s) from Canvas or via direct communication with the student's teacher.*

**\*\*Note: Verification for medical, doctor ordered absence, orthodontic appointments, or other special reasons should be submitted to the office.**

**\*\*Tardy Policy:** Students arriving up to 10 minutes late to a class period will be marked tardy.

<b>Reason for absence:</b>	<b>Countable Towards Attendance Policy</b>	<b>Not Countable Towards Attendance Policy</b>
Parent request for absence	X	
Pre-arranged absence	X	
Funeral		X
Personal illness	X	
Doctor/dentist/counseling appointment		X
Required absence by doctor/Health Department		X
Hospitalization		X
Verified ongoing orthodontic		X
Verified ongoing medical		X
Out-of-school suspension		X
School related absence		X
Truant/ Unexcused Absence	X	

## REGULATIONS CONCERNING ABSENCES

When students are absent from school a parent/guardian must do one of the following:

- a. Call the office at 263-0743 the day of the absence or the day that a student returns to school after an absence, by 7:45 a.m.
- b. Send a note with the student when the student returns to school.

\*\*Absences not reported within the provisions outlined above will be countable and considered as truancy.

All countable absences will be handled in the following manner per trimester:

**Step 1:** After 5 countable absences in a class during a trimester, the student and parent will be notified via an attendance letter. Only one letter alerting families of excessive absences will be sent per trimester. Once the letter has been received, it is the responsibility of the student and family to stay informed as to the number of absences they have accumulated.

**Step 2:** After 9 countable absences in a class during a trimester, students will not earn credit in that class for the trimester. To earn full academic credit students must fulfill these attendance requirements. Regular attendance and classroom participation are integral to deriving benefit from the educational program. A student failing to receive credit under the attendance policy still has the right to Due Process and may petition to have their attendance record re-evaluated due to extenuating circumstances. **Students wishing to have their attendance re-evaluated may explore an Attendance Appeal.**

A student requesting an appeal must also meet the following criteria.

- **Make-up three hours for each class that credit was lost in. Make-up hours can be completed after school in CAP or long detention.**
- **Have a passing grade (with attendance factored in) going into the trimester exam.**
- **Turn in an attendance appeal form to the office. Appeal forms will be available from administration.**



**Step 3:** After 12 Countable absences in a class during a trimester or after reaching 9 countable absences for a second time in a school year, a truancy meeting with administration and family will be held. The goal should be to address the root cause of the absences, offer academic or other supports, and develop an attendance agreement. A plan of action will be agreed upon and if the expectations are not met, a referral to the Lenawee County Truancy Specialist will be made. Students may request an appeal and must meet the criteria in step 2.

\*\*A student who misses ten or more minutes at any time during a class period will incur an absence.

Students are expected to spend a minimum of 60 minutes to make up each absence per class .

Attendance make up time remaining at the end of a trimester must be completed before the start of the following trimester.

**Do not procrastinate!**

*Students transferring in after the start of the trimester will have the above-mentioned days prorated.*

### **Sign out Policy**

Madison Schools maintains a Closed Campus Policy. The Closed Campus Policy is in effect from the moment a student arrives on campus and extends through the end of the school day. Students are expected to call home and get permission from their parent/guardian before the school will grant an excused sign out. Someone from the office must personally speak to the parent/guardian. If a parent cannot be reached, an adult listed on the student's emergency card may grant permission for the student to leave school. Students leaving school without a proper sign out will be considered to be leaving the building/campus without proper authorization and will receive the appropriate consequence.

If questions arise as to the validity of a student's sign out request, the burden of proof will be on the student.

### **Unexcused Absence/Leaving an Area of Assignment**

Students unexcused from class(es) or leaving an area of assignment (leaving class, gym, dining room, etc.) without proper authorization will be assigned detention, leading up to suspension if necessary. **Students leaving an area of assignment for an extended period of time will incur an unexcused absence. The consequence for such an act will be elevated to the second offense.**

First Offense: 2 Lunch Detentions  
Second Offense: Long Detention  
Third Offense: up to 3 day suspension

**Upon arriving on school grounds no student should leave the school without properly signing out.**

A student that leaves the building/campus without properly signing out will be dealt with more severely. Parking lots are off limits to students during the school day, unless a staff member has granted permission.

First Offense: 2 days In-School Behavior Intervention  
Second Offense: up to 3 day suspension  
Third Offense: up to 5 day suspension

### **Students Coming Late To School**

A student late to school must report directly to the office and obtain a pass. The student should have an excuse, either written or phoned in by a parent/guardian. Students late to school will not be allowed to interrupt classroom learning.

### **Incomplete and Make-Up Work**

Students have time equal to their excused absences to make up work. At a maximum, this time may not extend beyond five (5) school days following the end of that trimester. NO credit is earned if incomplete work is not made up in that time period. Any exception to this must be approved prior to the end of the trimester by the administration. If a student misses an announced or regularly scheduled test, the student must make it up as soon as you on the day the student returns to school. Pre-assigned work is due on the pre-announced day, unless other arrangements have been made with the teacher. This would normally concern long term projects, notebooks, term papers, etc., that would be due in to the teacher five (5) school days or more after being assigned.

### **Hallway Passes**

Students are expected to utilize passing time efficiently and report to class in a timely manner. It is expected that students use their passing time to prepare for the next class period. When the two-minute warning music is played, students should be in their area of assignment or making their way to class. Loitering in the hallways is not acceptable.

1. **Students requesting their tardy be excused must obtain a pass from a staff member. Ultimately, the only person that can excuse your presence from a class is the office or the teacher of the class you are expected to report to. (Area of Assignment)**
2. All students are expected to carry a pass with them when out of the classroom. This is the responsibility of the classroom teacher.

### **Health and Safety**

Students who become ill or injured during the school day should report to the office. First aid supplies are available in the office, in the gym, and on each school bus.

**\*\*Information regarding the dispensing of student medication(s) is located in the Middle School Office. Board Policies on the administration of medication, health care needs, and epinephrine auto-injectors are on the District's website.**

### **After School Activities**

Any student or groups of students involved in any after school activity shall have a chaperone or sponsor present at all times. Students not involved in after school activities shall leave the building when school is over (2:40 p.m.). For safety reasons, the school will be locked down at 5:00 p.m. or shortly after any nightly events. Students will not be permitted to loiter in the hallways after school

hours. **All students in the building that are not participating in a supervised activity are required to leave the building by 3 pm en route for home or after school care arranged by the parent/guardian. Students that do not comply will be subject to disciplinary action.**

## **SOME SUCCESSFUL STUDENT HINTS**

Student “make up” work is the student’s responsibility!

If a student will be absent with “prior knowledge” (such as for vacations, medical appointments, sport related activities, college visits,...) you must make prior arrangements with the teacher for assignments, notes, and other class responsibilities.

If a student is absent without prior knowledge (such as sudden illness or death in the family...) you must see the teacher for assignment(s) immediately upon return to school. You should be able to “catch up” and return to class without falling behind. Consider contacting your teachers during the school day utilizing the established classroom social media sites. You are also strongly encouraged to exchange telephone numbers with two or three classmates so you can contact them regarding assignments, notes, or HELP! If a student is absent the day of a test, you must make up the test immediately upon return to class or make arrangements with the teacher for after school completion.

Organization is a major key to success. Students should be using portfolios/folders to keep assignments and paperwork organized. Papers stuffed into a book promotes disorganization and ruins the binding of school purchased text books, resulting in fines at the end of the school year. If a student is absent without prior knowledge (such as sudden illness or death in the family...) the student must see the teacher for assignment(s) immediately upon return to school.

## **Merit System**

Students that meet the following criteria will be rewarded at the end of the first and second trimesters with the following incentives: sundae parties, bowling trip, field trip to the movies, ice-skating, possible sporting events, etc...

- (a) No more than one disciplinary referral for the trimester.
- (b) Earning no out of school suspensions or time in the Behavior Intervention Program.
- (c) No more than 4 countable absences for the trimester.
- (d) **A grade of a C- or better in all classes for the trimester.**

**The ultimate goal is to qualify for the end-of-year trip. To qualify a student must meet requirements (a), (b), and (c) listed above. In addition to these requirements, the following criteria must also be met:**

- (e) **A student must achieve a grade of a C- or better in all classes for the third trimester progress report.**
- (f) **A student must have qualified for one out of the first two trimester merit trips.**

**\*Students that have not qualified for the end-of-the year trip, but choose to attend the event will be considered insubordinate and receive a 3-day suspension.**

## **Positive Behavior Intervention Support System/Mad Money**

Madison Middle School is committed to creating a school environment that promotes and instills characteristics that will allow students to be successful. A Positive Behavior Support System is a means to create a proactive discipline structure. It allows for the modeling of desired behaviors and a balance in addressing both positive and negative behaviors. Research has shown that implementation of a Positive Behavior Intervention Support System will result in an improved school climate, reduced discipline referrals, increased attendance rates, and increased student achievement (<http://www.modelprogram.com/>). Madison Middle School has developed the motto, "We Are Respectful, We Are Responsible, We Are Safe, We Are Ready, We Are Madison." In order to recognize students exhibiting these behaviors, "Mad Money" is used. Any staff member that observes a student displaying these behaviors can award him/her with a "Mad Money" ticket. The tickets will be placed into a container in the office and used in drawings to award these students various types of prizes. The behavior matrix that follows outlines the types of behaviors that are being recognized and rewarded.

<b>Location ⇒ Expectations ↓</b>	<b>Bathrooms/ Locker Room</b>	<b>Bus</b>	<b>Cafeteria</b>	<b>Classroom / Labs/ Library</b>	<b>Hallways</b>
<p><b>Respect</b> is honoring other people, their possessions, and opinions by treating them with care and courtesy.</p>	<p>Respect personal space and property</p> <p>Honor others privacy</p> <p>Go...Flush...Wash...Dry</p> <p>Use appropriate voice level</p> <p>Leave it better than you found it</p>	<p>Respect personal space and property</p> <p>Follow adult directions</p> <p>Use good manners-please, thank you, raise hand to speak</p> <p>Use appropriate voice level and kind words</p> <p>Accept consequences without arguing or complaining</p>	<p>Respect personal space and property</p> <p>Respect kitchen workers and supervisors</p> <p>Use proper line etiquette</p> <p>Use appropriate voice level</p> <p>Demonstrate good table manners</p>	<p>Value diversity of cultures</p> <p>Respect personal space and property</p> <p>Follow classroom expectations</p> <p>Use appropriate voice level and kind words</p> <p>Use manners – please, thank you, raise hand to speak</p>	<p>Maintain and respect personal space and property of all</p> <p>Use appropriate voice level and kind words</p> <p>Keep moving to avoid traffic jams</p> <p>Use appropriate manners (hello, excuse me, thank you, etc.)</p>
<p><b>Responsible</b> is being accountable for your words, actions, environment, and academic success.</p>	<p>Keep bathrooms and locker rooms free of litter and vandalism</p> <p>Turn off water</p> <p>Clean up your area before you leave</p> <p>Report any safety issues</p>	<p>Keep bus free of litter</p> <p>Keep track of your belongings</p> <p>Report any safety issues</p> <p>Stay seated until appropriate time to move/stand</p> <p>Keep bus free of vandalism</p>	<p>Keep school and property free of litter and vandalism</p> <p>Raise hand and wait for acknowledgement before you get out of your seat</p> <p>Do not leave until being dismissed</p> <p>Clean up your area before you leave</p>	<p>Complete assignments to meet the teachers' expectations</p> <p>Do your own work and hold others to the same standard</p> <p>Accept constructive criticisms and be responsible for your actions</p> <p>Encourage others to do their best</p> <p>Actively participate – raise hands, offer comments</p>	<p>Keep school property free of litter and vandalism</p> <p>Be on time to class with proper materials</p> <p>Go directly to your destination and return when you're done</p> <p>Be in the hallways during appropriate times</p> <p>Keep locker organized, neat, and clean</p>
<p><b>Safe</b> is being in an environment that fosters care and concern that supports physical and emotional security.</p>	<p>Report problems to an adult</p> <p>Keep hands and feet to yourself</p> <p>Lock up your belongings</p> <p>Practice proper hygiene daily</p> <p>No technology devices permitted!</p>	<p>Report problems to an adult</p> <p>Remain seated with feet on the floor</p> <p>Use school appropriate language</p> <p>Exit the bus in an orderly fashion after it has stopped</p> <p>Keep hands and feet to yourself</p>	<p>Report problems to an adult immediately</p> <p>Keep food and hands to yourself</p> <p>Keep hands and feet to yourself</p> <p>Cover when you cough and sneeze</p>	<p>Report any safety issues to an adult</p> <p>Use kind words</p> <p>Use school appropriate language</p> <p>Keep hands and feet to yourself</p> <p>Be a good bystander</p>	<p><b>Walk</b> to your destination</p> <p>Report any safety issues to an adult</p> <p>Use school appropriate language</p> <p>Keep hands and feet to yourself</p> <p>Be a good bystander</p>
<p><b>Ready</b> is being prompt, prepared, and willing to participate in the learning process.</p>	<p>Manage transition time in and between classes</p> <p>Use bathroom at designated times</p> <p>Promptly change in/out of gym attire</p>	<p>Arrive early with to your bus stop with all your belongings</p> <p>Place books, backpack, etc. in your lap</p> <p>Secure materials prior to your bus stop</p> <p>Get your belongings and report directly to the bus after school</p>	<p>Know student identification number and be ready to enter it</p> <p>Have money ready at the snack bar</p> <p>Get everything you need the first time through</p> <p>Eat in a timely fashion / finish on time</p>	<p>Enter the room with a positive and open mindset</p> <p>Be prepared to start class with all materials</p> <p>Be seated and ready when the music stops</p> <p>Follow classroom procedures</p> <p>Complete work on time</p>	<p>Exchange and secure all materials during first music</p> <p>Walk directly to destination at the beginning of second music</p> <p>Manage transition time in/between classes</p> <p>Get where you need to be on time</p> <p>Encourage and help others to be on time</p>

## **Code of Conduct**

Students at Madison are expected to use reasonable behavior and to show respect to themselves and others so that teachers can teach and students can learn. Madison students are also expected to respect school property in order to maintain a pleasing and pleasant environment in which to learn. The following school rules and consequences have been established for the student body to ensure student conduct conducive to an orderly educational environment. The behaviors outlined below are not intended to be comprehensive but rather illustrative in nature. A violation of these regulations may be deemed a serious offense by the administration and justify an immediate referral for expulsion. Any offense beyond a third offense will be dealt with at the principal's discretion.

**Provisions of the handbook are in effect, unless the Principal approves specific exemptions, for any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.**

## **Due Process Rights**

The District recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the District's Board of Education has established the following guidelines:

Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly.

## **Suspension/Expulsion**

Before suspending or expelling a student from school, District administration will consider the following factors (referred to throughout this document as “the factors” or “the legally-required factors”):

- (a) The student’s age.
- (b) The student’s disciplinary history.
- (c) Whether the student is a student with a disability.
- (d) The seriousness of the violation or behavior committed by the student.
- (e) Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
- (f) Whether restorative practices will be used to address the violation or behavior committed by the student.
- (g) Whether a lesser intervention would properly address the violation or behavior committed by the student.

The District retains sole discretion in determining how these factors will be considered with respect to student discipline.

## **Academic Conduct/Academic Dishonesty**

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the teacher specifically says that it is not necessary. Plagiarism or any act of academic dishonesty will result in the following consequences.

First Offense:	No credit. 1 short detention
Second Offense:	No credit. 1 long detention
Third Offense:	No credit. 1 day suspension

## **Bullying and other Aggressive Behavior Toward Students**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including

hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. School administration is in a position to take comments at face value. Such comments will not be dismissed as merely a “joke”.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

#### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegation. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

#### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. The student may submit the report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the inappropriate behavior and the nature of that behavior.

Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Formal disciplinary action may not be taken solely on the basis of an anonymous report.

**All students are encouraged to reflect on the importance of being a good bystander and reference both Appendix A and Appendix B for tips on how to effectively deal with aggression.**

The Principal shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion. Individuals may also be referred to law enforcement or other appropriate officials.

#### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or



aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**“Aggressive behavior”** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**“Bullying”** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone, or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

**Bullying can be physical, verbal, psychological, or a combination of all three.** Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a

number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"**Cyberbullying**" is defined as any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils.
- B. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.
- C. Having an actual and substantial detrimental effect on a pupil's physical or mental health.
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

"**Harassment**" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"**Intimidation/Menacing**" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

## **Anti-Harassment**

Discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), is prohibited. This prohibition will be vigorously enforced. The District encourages students who believe they have been harassed to seek assistance to rectify such problems. The District will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the District will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

If a student believes that he or she is the victim of harassment, the student should immediately report the harassment to: The Superintendent of Schools.

## Classroom Behavior

Students are to respect their teachers/media director and comply with established classroom/library rules. In addition, substitute teachers should be treated with the same respect as the classroom teacher and students will continue to abide by the classroom/library expectations. Students that choose not to be respectful or to follow classroom/library rules will result in teachers/media director taking corrective measures. Such measures include, but are not limited to, imposing detention, revoking privileges, enlisting parental assistance, and referral of students to the administration.

Students will receive a copy of classroom guidelines and rules at the beginning of each course. **Teachers may require a copy of their classroom guidelines and rules to be signed by the parent/guardian and returned as acknowledgment to the receipt of said documents.**

## Cell Phones/Wireless Communication Devices

**In order to maintain a learning environment that is safe and optimal for student performance, all wireless communication devices/cell phones are prohibited from student use during school hours. School telephones are available in every classroom, as well as, the MS Office. In addition, messages can be left for students in the MS office throughout the school day.**

**The consequences for using a cell phone/wireless communication device during school hours are as follows:**

- |                 |   |
|-----------------|---|
| First Offense:  | Cell Phone/ Wireless communication device will be confiscated and locked in the MS Office and will be returned only to the student's parent/guardian.   |
| Second Offense: | Cell Phone/ Wireless communication device will be confiscated and locked in the MS Office and a long detention will be assigned.<br>The wireless communication device will be returned only to the student's parent/guardian. |
| Third Offense:  | 1 day suspension and the Cell Phone or wireless device will be confiscated and locked in the MS Office and returned only to the student's parent/guardian.  |

**\*\*Note: Refusing to turn over a cell phone when asked to by a staff member will be considered insubordinate and result in up to a 3-day suspension.**

## Criminal Acts

A student's commission of, or participation in, any act prohibited by federal or state law or local ordinance also violates this Student Code of Conduct when such act affects the safe and orderly operation of the school, including but not limited to acts committed on school property, on school transportation, or otherwise related to any school program, function, or activity. School officials may take disciplinary action regardless of whether a criminal charge results.

## Dangerous Items

Students having dangerous items in their possession in school or on the school grounds, at school activities, or en route to or from school on a school bus will have the dangerous object taken away from them and the student will be sent to the principal. Dangerous items include chains, firecrackers, vials of chemicals (such as “stink bombs”), paint balls, CO2 cartridges, and any harmful materials or sharp objects.

Students violating this provision of the student code of conduct will be subject to discipline commensurate with the offense and the degree of harm caused, up to and including expulsion from school.

The District reserves the right to report to the local law enforcement agency when students have any of the above-mentioned dangerous items.

## Dining Room Behavior

Students are expected to respect the kitchen workers and the dining room supervisors. Lack of respect will not be tolerated.

Students eating hot lunch should be quiet while going through the dining room line. Pushing, cutting in line, running, throwing food, general horseplay and being disrespectful will result in disciplinary action at the discretion of the principal ranging from cleaning the tables/floors, assigning short detention/long detention, and/or suspending serious or repeat offenders.

## Disruptive Conduct

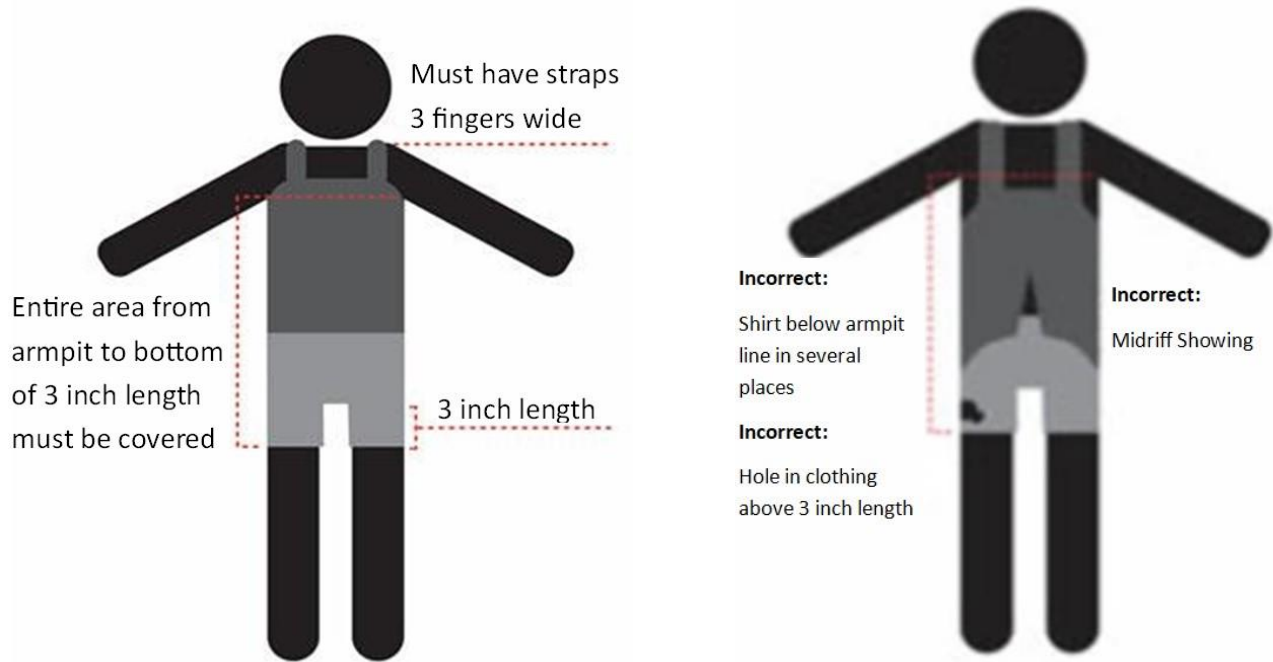
Conduct that substantially interferes with the educational process is prohibited and will subject the student to appropriate disciplinary consequences.

## Dress Code

Students should dress for success. If students are to have an appropriate environment in which to learn and if parents and visitors are to have a favorable impression of our school, it is important that our students and staff dress in a manner that indicates their respect for one another and their appreciation that school is a place for work. The school Principal or Designee will be the final judge about whether a student’s clothing is appropriate for school.

1. Students shall not wear distracting and/or inappropriate clothing, such as shirts with inappropriate wording, obscene or vulgar language or imagery; alcohol or tobacco logos; and pictures depicting alcohol, tobacco, or drug use, clothing that represents gang affiliation, or clothing that is a threat to a student’s health and safety, etc. **Any items determined to be gang related will be confiscated and may be turned over to the police.**
2. Students shall not wear shoes without a hard sole (no slippers), hoods, bandannas, hats, gloves, and/or sunglasses at school. This is enforced both in class and in the hallways.

- Clothing must cover areas from one armpit across to the other armpit, down to 3 inches in length on the upper thigh. Tops must have shoulder straps at least 3 fingers wide. Rips or tears in clothing should be lower than the 3 inches in length.



- Pants must be worn at the waist (*top of the hip bone*).** Pants that do not stay at the waist are considered inappropriate school attire. All undergarments must be covered.
- Undergarments/Sleepwear/Loungewear may not be visible and/or worn as outer garments.
- Students shall not wear winter coats during the school day. In addition, students shall not bring blankets to class or wear gloves during class. (The classroom teacher when environmental conditions are extreme will exercise professional discretion.)
- Students shall not carry backpacks/bags to and from class except for physical education courses. Computer cases and small pencil pouches are permitted.

Classroom teachers are required to send students not complying with this dress code directly to the office. Absences from class will be unexcused. If student's clothing does not meet the above dress code, they will be given the opportunity to change without consequence. **Students refusing to cooperate will receive disciplinary action. Repeat violators may be suspended at the discretion of administration.**

## **Drugs & Alcohol**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. Sale also includes the possession or sale of over-the-counter medication to another student. Students in violation will be penalized as follows:

First Offense:	Minimum 10 day Suspension
Second Offense:	May bring a request from administration for expulsion

Students violating this provision of the student code of conduct will be subject to discipline commensurate with the offense and the degree of harm caused, up to and including expulsion from school.

Local law enforcement agencies will be contacted by the school administration.

Students apprehended under the school’s drug policies (drugs and/or drugs and alcohol), are requested to get a drug/alcohol evaluation at a school-approved agency before they can return to school. The expense for such evaluation will be borne by the student. Students may access information concerning Madison’s Student Assistance Program by contacting the Guidance Counselor.

## **Drug Prevention Program**

Pursuant to section 5145 of the Safe & Drug-Free Schools and Communities Act of 1986, the Madison School District wishes to state the following:

1. The Madison Board of Education categorically supports the rationale that the use, possession, and/or distribution of illicit drugs, “look-a-likes”, inhalants, and alcohol is wrong and harmful.
2. The Madison School District will provide age-appropriate and developmentally based drug and alcohol education programs from K-12th grades. The means of instruction will include, but not be limited to, the use of individual classroom instruction, the Michigan Health Model, the DARE program, the Student Assistance Program, and other outside agencies when appropriate.
3. The standards of conduct that apply to all students in the school district clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as any part of any of its activities. Student compliance with the following Drug/Alcohol policies of the Madison School District is mandatory.

## **False Excuse or Lying**

Students are expected to be honest and forthright when asked a direct question by the staff or administration. Being dishonest or withholding information is not acceptable.

**Students who are found to be lying or giving a false excuse will be assigned a long detention up to out-of-school suspension.**

## **False Alarms, False Reports, and Bomb Threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in suspension or expulsion in accordance with state law.

## **Fighting, Verbal Confrontation, & Dangerous Conduct**

Fighting, physical aggression, instigating a fight, verbal confrontation, or conduct potentially dangerous to oneself or others is not acceptable behavior. Normally, all students involved in a fight will be sent home on suspension. **Students are permitted and encouraged to utilize the Principal's Office and/or the Counselor's Office to peacefully resolve conflicts with other students. Handling problem situations in a manner that distracts from the learning environment will not be tolerated.**

First offense: Minimum 3-day suspension  
(Local law enforcement may be contacted)

Second offense: Minimum 5-day suspension  
(Local law enforcement agency will be contacted)

Third offense: Minimum 10-day suspension and/or Madison Board of Education discipline hearing  
(Local law enforcement agency will be contacted)

Students violating this provision of the student code of conduct will be subject to discipline commensurate with the offense and the degree of harm caused, up to and including expulsion from school

## **Forgery**

Signing another person's name or initials to a document is considered forgery. **Forging or misusing the name of another person will result in the assignment of a long detention up to out-of-school suspension.**

## Hallway Behavior

Students are expected to control themselves in an orderly fashion in the hallways. Running, yelling, and general horseplay and/or outright disrespect to staff and/or support personnel will not be tolerated.

Disciplinary action will range from:

- Verbal Warning
- Short/Long Detention
- Suspension (severe or repeat offenders)

## Arson and Criminal Sexual Conduct

In compliance with State law, the Board shall, if appropriate after considering all legally- required factors, permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. Students expelled pursuant to State law may apply for reinstatement in accordance with State law.

## Nuisance Items

Under Section 1303 of the Revised School Code, school districts may prohibit students from carrying electronic communication devices or other personal communication devices in school. Items such as lasers, toy guns, noisemakers, electronic games, trading cards, or other objects that disrupt the educational process are not permitted in school. **The use of wireless communication devices to stream music are not permitted in the classroom, without the permission of the classroom teacher. Students are NOT permitted to use wireless communication devices to listen to music in the hallways or lunchroom and will be asked to turn in headphones/earbuds that are being used.**

First offense: Object confiscated and parent must come to school to pick up the object.  
Second Offense: Long detention. Object confiscated and will not be returned.  
Third Offense: up to 3 - days out. Object confiscated and will not be returned.

**\*\*Note: Refusing to turn over a nuisance item when asked to by a staff member will be considered insubordination and result in up to a 3-day suspension.**

## Physical Assault by Students Against School Personnel

State law requires the Board of Education to permanently expel a student that commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence if the expulsion is warranted after considering all legally-required factors.



## **Threat to Harm School Personnel**

Any student that commits a verbal threat of harm on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district will be subject to discipline, up to and including expulsion from school. Threat of harm means any willful act, written statement, or verbal threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury. Bomb threats and similar threats directed at a school building, school property, or a school-related event, are included in the definition of verbal assault/verbal threat of harm.

## **Physical Assault Against Another Student**

The Board will, if appropriate after considering all legally-required factors, suspend or expel a student who commits a physical assault against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

## **Possession of a Weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives). It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to permanent expulsion if the board determines expulsion is appropriate after considering all legally-required factors. The board will not consider the factors for a student who possesses a firearm at school.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

1. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
2. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
3. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## **Public Display of Affection**

Physical contact between students is limited to nothing more than handholding. Displays of intimacy are not appropriate in a school environment.

First Offense:	Verbal warning/sent to office to call parents.
Second Offense:	Sent to the principal's office and assigned 2 Lunch Detentions.
Third Offense:	1 Long Detention. Parent must meet with administrator.

## **Search & Seizure**

All lockers assigned to pupils are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The school principal or his/her designee shall have custody of all combinations to all lockers or locks. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee. The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the school principal or his/her designee, in advance of the pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the school principal or his/her designee.

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide safety and security for pupils and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, without reasonable suspicion, and without parental/guardianship or pupil consent.

In the course of the locker search, the public school principal or his/her designee shall respect the privacy rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy and rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Law enforcement officials shall be notified immediately upon seizure of such dangerous items, or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school principal or his/her designee of items removed from the locker.

A student's person and/or personal effects on them (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in

possession of illegal or unauthorized materials and that the search of those personal effects will reveal the illegal or unauthorized materials. A student's failure to permit searches and seizures as provided by this policy will be considered grounds for disciplinary action.

In addition, vehicles parked on the property of the school are subject to random inspection and search, including canine searches. Madison school officials will periodically utilize contraband detection canine services on campus, both inside the building and on the grounds.

## **Stealing**

Students apprehended or admitting to stealing will be suspended from school and must return, repair, or replace any and all items before they may return to classes. By law, a school incident law enforcement report must be filed.

First Offense:	3-5 day Suspension
Second Offense:	10 day Suspension
Third Offense:	10 day Suspension (possible expulsion)

## **Student Cooperation With And Respect For School Employees**

Students must show proper respect and actions toward all employees both in and out of school. Authority of employees must be recognized. School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as a parent. If given a reasonable direction by a staff member, the student is expected to comply. Students that are incorrigible and defiant of these rules will be severely disciplined.

First Offense:	3 days Suspension
Second Offense:	5 days Suspension
Third Offense:	10 day suspension (possible expulsion)

## Tardiness

Students arriving up to 10 minutes late to a class period will be marked tardy. Non-attendance from a class period 10 minutes or more is coded as absence (refer to attendance pp. 3-7). Receiving four or more tardies in a class during a trimester will result in disciplinary action.

Fourth Tardy:	2 Lunch Detentions
Sixth Tardy:	Long Detention
Subsequent Tardies:	Up to 2 days In-School Behavior Intervention

## Technology Use/Internet Access

Computer use is a privilege. Furthermore, students should be aware that no expectation of privacy exists. Students are expected to use technology, which includes computers, software, media retrieval equipment, etc. for educational purposes only in an ethical and responsible manner. Misuse will result in disciplinary action that may include forfeiting the right to use any school technology.

The Madison Acceptable Use Policy places the following responsibilities on the user of school technology: (for a complete listing refer to Board Policy 4510)

- 1.) Each user is responsible for all material sent and received under his/her account.
- 2.) Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet or modem. Consent by the technology administrator or building principal must be obtained before any software is installed.
- 3.) Users may not use File Transfer Protocol to access any inappropriate files, or files dangerous to the integrity of the local network or the Internet.
- 4.) It is the users responsibility to maintain the integrity of the private electronic mail system and for making sure all e-mail sent and received by him/her does not contain inappropriate material.
- 5.) **Students are not permitted to use/visit social networking sites on school computers without permission. Such sites include, but are not limited to, Facebook, Twitter, Snapchat, & Instagram.**

Any violations of the use of school technology should be immediately reported to the teacher assigned to the user, technology facilitator, or administrator.

**While in school, students shall not post comments/messages on any social networking or media site. Students are also prohibited from using wireless communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images and is not permitted, unless authorized by the building principal.**

First Offense: up to a 1 day suspension  
Second Offense: up to a 1 day suspension and loss of all technology privileges.  
Third Offense: up to a 2 day suspension

## **Tobacco Use**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes or similar devices, vaporizers, and other tobacco alternatives during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

First Offense: 3 day Suspension  
Second Offense: 5 day Suspension  
Third Offense: 10 day Suspension (possible expulsion)

## **Unprepared /Missing Material(s) for Class**

Students are expected to report to class with the materials needed to achieve success as outlined by the teacher. Such materials could include a writing utensil such as a pencil or pen, required books, student planner, requested signed documents per the teacher, and handouts from the previous class periods. Students reporting to a class period, for the third time per trimester, without all their materials, will be held accountable.

Third Offense: Office conference w/parent  
Fourth Offense: Short Detention  
Subsequent Offenses: Long Detention

## **Use Of An Object As A Weapon**

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause a civil action suit. This violation may subject a student to expulsion.

## Vandalism

Vandalism to the school buildings, grounds, staff equipment, or school equipment cannot be tolerated. Students apprehended will replace or repair vandalized areas and/or equipment, and will be suspended from school for a first offense, unless the principal feels another alternative would be more beneficial, such as a work program, etc. In certain cases, local law enforcement officials may be called in at the discretion of the administration.

## Modes of Discipline

### Short/Long Detention

Students may be assigned detention for academic and/or disciplinary reasons.

#### **Detention Times:**

##### **Short Detention**

After School - 2:45 - 3:30 p.m.

Before School - 7:00 - 7:45 a.m.

##### **Long Detention**

Tuesday, Wednesday, and Thursday 2:45 - 4:15 p.m.

1. Students will be given one-day notice before being assigned detention. The student and his/her parents are responsible for transportation.
2. A student missing detention (UNEXCUSED by the administration) will be given **double** the original detention amount for the first offense, and will be suspended up to three (3) school days for a second offense.
3. A student that becomes a behavior problem while serving detention will be suspended for up to three (3) school days.

## In-School Behavior Intervention

Students assigned to the in-school behavior intervention program may work with the counselor or social worker to cognitively examine the student's decision-making process resulting in negative outcomes. This program will require the student to discuss and write about their reflections. For a majority of the time, the student will be working in a room by his or herself on the behavior intervention work assigned by the counselor and on the schoolwork assigned by the teachers whose class the student is missing that day.

Students assigned to the program who choose not to cooperate or participate will be suspended out-of-school instead. In the event of an absence, students assigned to the Behavior Intervention program will be reassigned the next day they are present in school.

**Students suspended in-school for a half-day or more by the administration will not be allowed to participate in, or attend, any extra-curricular activities or special school functions outside of the classroom experience.**

## **Out-of-School Suspension**

Students receiving an out-of-school suspension are responsible for making up any missed school work.

- Students who are suspended must have a parent/principal conference before the student is admitted back into school. Parents should call the school (517) 263-0743 to make an appointment or come to school with the child the morning he/she is to return from the suspension.
- **Students suspended out-of-school will not be allowed to participate in, or attend, any school activities for the entire length (including weekends) of the suspension.**

## **Co-Curricular and Extra-Curricular Activities**

### **Middle School Sports Participation**

Middle School athletics at Madison is designed to empower student-athletes to explore, experience, and enjoy MHSAA-sanctioned athletic competition. Students today, more than ever, participate with extra-curricular activities including but not limited to travel teams, dance teams/groups, scouts, etc. that has potential to coincide with Madison Middle School sports. If a middle school student at Madison does choose to participate with athletics the student-athlete is strongly encouraged to commit solely to the sport in which he/she is participating.

Rules and expectations regarding attendance at practice and competitions is communicated through handbooks as well as the parent meeting for each individual sport. Scheduling conflicts are often anticipated prior to the season depending on individual circumstances and, this warrants dialogue between the student, parent/guardian, and coach. When a scheduling conflict is anticipated based on the participation of a middle school sport and a non-school sponsored activity, a meeting must occur prior to the start of the season. A meeting requested by the parent and facilitated through the Athletic Director (AD) shall occur to determine if a participation with both the middle school sport and the extra-curricular activity is viable. The determination shall be made through input of the coach and ultimately decided by the AD so that the student and parent/guardian is fully aware if the student should indeed proceed with participation of the specific Madison Middle School sport. It is noted that student-athletes are no longer considered “exploring” a sport once they enter high school. Rather, the student-athlete is making a significant commitment which requires 100% commitment to the team.

### **Eligibility Requirements**

The following activities are considered a part of this eligibility policy unless performance/participation is an extension of a class curriculum:

1. Student government and its related activities and organizations
2. Special interest clubs
3. Interscholastic and intramural athletics
4. Cheerleading
5. School Plays & Musicals

NOTE: The following regulations are a combination of the State Athletic Association (MHSAA) rules and the rules of the Madison School District.

### I. Prior Trimester Requirement

A student is required to pass a minimum of at least five courses (the trimester prior to participation in an extra-curricular activity. If a student was enrolled in less than six classes at the start of the trimester a student must pass every class in which enrolled. If a student does not fulfill this trimester requirement, he/she will be ineligible to participate for a minimum of the following six weeks of the trimester and until he/she is passing five classes. A student passing less than four courses the trimester prior to participation is ineligible to participate for a minimum of the following trimester and until he/she is passing five classes. Summer school classes approved by the administration may be used to fulfill this requirement. (Students that transfer to Madison from a school that operates on a six period day must have passed five courses under this requirement.)

### II. Current Trimester Requirement

An academic eligibility check will be conducted weekly. Each Friday, during the season or event, the coach or director of the team or event will receive a report. If a student is not passing a minimum of five out of six courses, the student is ineligible for competition or performance until the next check. The academic check will report the student's current overall trimester grade.

*In addition to all of the above, students must also meet the Michigan High School Athletic Association requirements.*

## **Locker Assignment**

All students will be assigned to a locker. Students have the option to share a locker with someone or to have a locker of their own. The school will not be responsible for the loss of valuables from students' lockers. Students are urged to keep combinations confidential and promptly report locker malfunctions to the office. At the end of the school year students are required to have a locker that is cleaned in a manner acceptable to the administration.

## **Madison School District Technology/Textbook Fee**

An annual Technology/Textbook Fee of \$25 will be assessed to all students grades 6-12 before they are assigned a device or textbook.

This fee will cover the following:

- Normal textbook/library book wear and tear
- Routine device maintenance (battery and hardware replacement, etc.)
- A maximum of two accidental device damage repairs (cracked screen, broken keys, etc.)

This fee will not cover the following:

- Lost or severely damaged textbook/library book (severely damaged books are no longer usable)
  - Student is responsible for the replacement cost
- Three or more instances of accidental device damage
  - Student is responsible for the cost of repair not to exceed \$90
- A device or power cord that has been lost or damaged due to misuse or abuse
  - Student is responsible for the full cost of the replacement or repair



- Theft not accompanied by a police report shall be considered a lost device
- If a student leaves the district, but does not return the device, a fine for the full replacement cost will apply. Student records and transcripts will be held until the device is returned.

The school administration has the final say in determining repair situations.

## **Madison MS/HS Media Center Procedures**

Students may use the Media Center before school, during the day with a pass from their teacher, or when accompanied by their teacher for class time. Students should sign in and out when visiting the Media Center. Students should not be in the Media Center during lunch except when they have a pass from their teacher.

The Madison Media Center is open to students in grades K-12. Some library materials have been reviewed to be appropriate for older readers. These books are marked with a pink star and are available for high school students only. Parents who wish their middle school student to be able to sign out these books should send written permission to the Media Director.

Students are to demonstrate respect, trustworthiness, responsibility, and good citizenship at all times. Food and drinks are not permitted in the library or computer labs. Media Center computers are to be used for class project work only. All other school rules regarding technology use apply in the Media Center.

Students may have two books signed out at one time unless the Media Director has granted special permission. Books are checked out for two weeks at a time, but may be renewed if there is not a waiting list for the book. Library materials should be returned on time and in good condition. **A fines of \$10 will be issued for each lost or damaged books.** Students will not be allowed to check out books until books have been returned or fines have been resolved.

## **Bus Transportation**

**The Transportation Office will be open during normal school hours on days that school is in session. Messages left on the transportation phone line (265-1845 ext. 133) will be returned during those hours. In the case of an emergency, please contact the Middle School Office (263-0743 ext. 129).**

In order to ensure that riding the bus is a safe experience for every student, it is necessary that the following rules and regulations be followed:

- Students are required to sit, not stand, while they are on the bus.
- Students must keep their hands, head, etc., inside the bus windows.
- Students must keep their hands to themselves.
- Yelling, fighting, swearing, and horseplay will not be tolerated.
- At all times, respect the bus drivers and do as you are told.

*Please Note: Provisions of the handbook are in effect while a student is at the bus stop or on the bus. A student who fails to abide by these provisions will be held accountable according to the guidelines set in the handbook.*

**First Offense:** The bus driver writes up the student. The parent must come in to talk with the transportation supervisor and bus driver. The parent must make an appointment within 24 hours or the student is suspended from the bus.

**Second Offense:** A parent must come to the school for a meeting with the Bus Driver and Bus Supervisor. Student is written up and will be suspended from the bus for 5 days.

**Third Offense:** Student is suspended from all Madison busses for 30 school days.

**Fourth Offense:** Student is suspended from all Madison busses for the remainder of the school year.

\*\*Students fighting on the bus will be suspended from the bus for 5 days upon their return to school. In addition, any profanity on the bus could result in up to a 5-day suspension from the bus.

*Incidents of misbehavior that involve inappropriate conduct deemed to have caused significant danger or harm to oneself or other students may result in a suspension from Madison busses for up to one year.*

**Due to the number of students on the busses, and for liability reasons, parents must provide written notes, faxed notes (265-5635), or e-mail ([jerry.isom@madisonk12.us](mailto:jerry.isom@madisonk12.us)) if there are any transportation changes with a student.** These notes must be sent to the transportation office by 9:00am so appropriate arrangements can be made. Phone calls will not be accepted.

## Visitors

All visitors must report to the office upon entering the school building. Someone entering the building without permission from the office, other than a student currently enrolled, will be trespassing and subject to prosecution.

It is not our policy to allow visitors during the school day. Only special situations will be taken into consideration and each situation will be handled individually. You must talk with the principal before receiving a Guest Visitors Application from the office.

## Withdrawing from School

It is the student's responsibility to obtain a withdrawal form from the high school office before leaving Madison School. This form must be signed by the teachers, the librarian, and the class advisor to ensure that textbooks, library books, fund-raising money, etc. have been turned in. A student withdrawing must not disturb classes. **Locker deposits will be withheld if a student does not complete the withdrawal process as stated above.**

## Culture of Achievement (CAP) Program

Madison Middle School strongly believes that students who come to class consistently unprepared and/or without completed homework WILL NOT achieve to their fullest potential. In an effort to enable all students to be successful, Madison Middle School insists that students demonstrate initiative and take responsibility for their learning. Students who do not consistently complete homework assignments will be referred to the Culture of Achievement Program (CAP). CAP is supervised by classroom teachers and runs from 2:45pm until 4:25pm, Monday through Friday. Transportation for students living within Madison School District is provided.

## Trimester Grading and Test Policy

All students will take trimester exams/summative assessments at the end of first and second trimesters. Students can earn an exemption from the third trimester examination/summative assessment in a year-long course by meeting the following grade level specific criteria:

### **6th Grade**

Earning an 'A' or a 'B' grade (80% or higher) for the overall first trimester grade, the overall second trimester grade, and the third trimester coursework.

### **7th and 8th Grades**

Earning an 'A' (90% or higher) for the overall first trimester grade, the overall second trimester grade, and the third trimester coursework.

- Test schedules will be announced prior to the testing periods on the days set by the school calendar. **Students failing to show up to take a trimester exam/summative assessment for a class will fail the trimester for that class.** If a student is suspended out of school for a time period that encompasses any or all trimester exam(s), the student will fail the exam(s) and the course(s) for that trimester. If a student is going to be absent, a parent must call the school and talk to a principal on the test day before 7:50 a.m. to verify the student's absence for that day.

- The student's trimester final grade will be the average of the trimester coursework percentage and the trimester exam percentage. Grades will be computed by a percent average: A+=100%, A=(93%-99%), A-=(90%-92%), B+=(87%-89%), B=(83%-86%), B-=(80%-82%), C+=(77%-79%), C=(73%-76%), C-=(70%-72%), D+=(67%-69%), D=(63%-66%), and D-=(60%-62%). The trimester exam/summative assessment will count 20% of the overall trimester grade.

-Teachers may compute the student's trimester coursework grade in *whatever fashion they wish, but all trimester final grades will be computed by a percent average.*

## **Trimester Grading**

Trimester Coursework	=	(80%)
Trimester Exam/summative assessment	=	<u>(20%)</u>
		100%

- Trimester grades will not be rounded up. (i.e. 89.9% = B+ and 59.9% = F.)

## **Michigan Merit Curriculum Graduation Requirements**

*(Middle School Students taking courses for High School Credit Only)*

The new *Michigan Merit Curriculum* High School graduation requirements are in effect, beginning with the Class of 2011. In addition to these graduation requirements students will be required to take interim benchmark assessments (Unit Tests) and an End-of-the-Course Assessment. *These requirements impact only those middle school students taking a course for high school credit.*

## **Special Services Available To Madison High School Students**

*For Students who qualify, the following services are available:*

- 504 Plan (Accommodations in General Education Setting)
- Teacher Consultant Services in General Education Setting
- Learning Disabled Programs
- Emotionally Impaired Supports
- Mildly Cognitively Impaired Programs
- School Social Work Support (Provided by LISD staff)
- Speech & Language Support (Provided by LISD staff)
- Occupational Therapy (Provided by LISD staff)
- Physical Therapy (Provided by LISD staff)
- Support for students with Visual Impairments
- Support for students with Hearing Impairments

*\*Parents/Students wishing to know more about the programs above should contact the high school office.*

## **Honor Roll & V.I.P. Honor Roll**

These are to honor students who have achieved academic success for the trimester.

- Criteria:
- Maintain a “B” average, and
  - Can have 1 “C”, if they have an “A”,
  - Student cannot have a “D or F”
  - Students that earn all A’s and B’s will be honored on the V.I.P. Honor Roll.

## **Middle School Retention Policy**

The promotion of sixth, seventh, and eighth grade students to the next grade level will be determined by the number of trimester courses the student has passed that school year. Sixth, seventh, and eighth graders will have a total of 18 graded trimester courses each school year. A student must pass a \*minimum of 14 trimester

courses each school year to earn promotion to the next grade level. Nine (9) of the trimester courses must be in a core class (Language Arts, Math, Science, and Social Studies). A student that passes:

1. Twelve (12) or thirteen (13) trimester courses... pass one summer school class to earn full promotion to the next grade.
2. Ten (10) or eleven (11) trimester courses... pass two summer school classes to earn full promotion to the next grade.
3. A student that fails three trimesters of any core class (Language Arts, Math, Science, or Social Studies), regardless of the number of Trimester courses passed, will be required to pass a minimum of one summer school class to be promoted.

-The summer school tuition fee is the responsibility of the student.

-If a student passes fewer than ten (10) trimester courses, he/she will automatically be retained at the same grade level. No summer school is required of this student.

-No student will be promoted until they pass the minimum requirement of **ten (10)** trimester courses, even if they repeat the same grade level more than once.

-The Principal and the Director of Guidance will approve summer school course selections when it appears appropriate to do so.

-In certain special cases, the staff, Principal, and Director of Guidance may decide to promote a student whose academic record is not “in line” with the provisions of the Middle School Retention Policy.

-Special Education students’ placement will be determined by the I. E. P. C.

## **Health and Medical Information**

In order to best meet your student's health and educational needs in school, please inform the school nurse of any health related issues or any current medications your student may be taking. The school staff working with your student will be notified of your student's health related issues and medication needs. In the event of a health related issue during school hours, it is very important that the school be notified of any changes in your student's health. Please keep emergency phone numbers up to date with the school office staff as this could impact your student should a medical issue arise at school.

### **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Authorization Form must be filed with the respective building principal and school nurse, for any prescription and over-the counter medications, and must be signed by both parent/guardian and students physician before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the nurse's office. Middle school and high school students will be allowed to store their medication in their respective school offices, with office staff.
4. Medication that is brought to the nurse's office must be properly stored in a securely locked space.
  - a. Medication must be conveyed to school in its original container as prepared by the pharmacy, with the student's name, name of medication, dosage, frequency, route, and name of the ordering physician. It should be conveyed directly from the parent to school personnel, or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
  - b. Medication may not be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for asthma, allergies and/or reactions that have been approved by school personnel and accompanied by written physician approval.
  - c. Medication supply and renewal will be the responsibility of the parent/guardian. A two to four (2-4) week supply of medication is recommended.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, has expired, or at the end of a school year.
6. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained, along with the physician's written instructions and the parent's written permission release.

Parents may authorize the school to administer an over-the-counter medication, also utilizing the Medication Authorization Form which is available at the school office or nurse's office. A physician also does have to authorize such medication in the same way as prescribed medication. Medication must be labeled with students name and date of birth, and be brought to school in its unopened and original container. All other conditions described above under prescribed medications will also apply to over-the counter medications. No other exceptions will be made to these requirements.

### **Asthma Inhalers and Epi-pens:**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms or an epinephrine auto-injector for anaphylactic allergic reactions. Possession of an inhaler or epinephrine auto-injector requires that the school keep on file a written emergency care plan prepared by a physician and updated on an as needed basis, or with each new school year.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease. Specific diseases include but are not limited to; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19 and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines and in compliance with any directive from the local or state health department.

Your student should remain at home, and please contact your student's healthcare provider, if your student is having any of the illness symptoms below or any other concerning symptoms:

- Fever: A student with a temperature of 100.4°F or greater.
- Illness symptoms: persistent symptoms such as cough, runny nose, sore throat, rash, vomiting, diarrhea or any behavior changes.
- Diarrhea: A student has two loose or watery stools within 24 hours.
- Vomiting: A student that has vomited within 24 hours.
- Abdominal pain: A student with persistent abdominal pain or intermittent pain associated with fever or other symptoms.
- Rash: A student with a rash, especially if the student has a fever or other illness or changes in behavior.
- Skin sores: A student with open sores or leaking fluid.
- Certain communicable diseases: Students diagnosed with certain communicable diseases, will need to be excluded as indicated by their healthcare provider or the local health department.

A student with a fever greater or equal to 100.4 degrees F, or a student with new onset vomiting or diarrhea, will be sent home from school. Students with such symptoms shall remain home for at least 24 hours of fever breaking without the use of fever reducing medication, and at least 24 hours from the last episode of vomiting or diarrhea. Exception – a healthcare provider has determined the cause to not be infectious and such documentation is provided to school personnel.

**Lice:**

Any student with live lice or nits (eggs) within ¼ inch of the scalp may remain in school until the end of the day, if found to be a first occurrence. The student will be restricted from activities involving close head-to-head contact or sharing personal items with other students. A parent or guardian will be notified and immediate treatment at home is advised. The student will only be readmitted to school after proper treatment at home. If, upon return, the school designated personnel find no live lice on the student or any nits (eggs) within ¼ inch of the scalp, the student may re-enter the classroom. If live lice or nits (eggs) within ¼ inch of the scalp are still found on the student, the student will not be re-admitted to the classroom and will be sent directly home. This process will continue until no live lice or nits (eggs) within ¼ inch of the scalp are found.

**DIETARY ACCOMMODATIONS**

Any student requiring dietary accommodations (severe food allergy, sensitivities, intolerances, etc.) must provide a written statement from a licensed physician supporting the need for dietary substitutions. The physician's statement must contain: information about the student's physical or mental impairment and how it restricts the child's diet, an explanation of what must be done to accommodate the student's disability, and the food(s) to be omitted and recommended alternatives. Please provide this documentation directly to the school's Director of Food Services. If your student has a severe food allergy that could result in anaphylaxis, a potentially severe medical emergency, please notify the school nurse.



## DAILY SCHEDULE OF CLASSES

**MS Lunch 10:59 – 11:27**

### Monday – Friday Daily Schedule

<b>Hour</b>	<b>Time</b>	<b>Contact Time</b>
1	7:50 – 8:50	60 min.
2	8:55 – 9:54	59 min.
3	9:59 – 10:59	60 min.
Lunch	10:59 – 11:27	28 min.
4	11:32 – 12:31	59 min.
5	12:36 – 1:35	59 min.
6	1:40 – 2:40	60 min.

### Friday – STAR Schedule

<b>Hour</b>	<b>Time</b>	<b>Contact Time</b>
1	7:50 – 8:45	55 min.
2	8:49 – 9:43	54 min.
STAR	9:44- 10:14	30 min. 3A
	10:18 – 10:59	41 min.
Lunch	10:59 – 11:27	28 min.
3B	11:32 – 11:45	13 min.
4	11:49 – 12:43	54 min.
5	12:47 – 1:41	54 min.
6	1:45 – 2:40	55 min.

### Early Release

<b>Hour</b>	<b>Time</b>	<b>Contact Time</b>
1	7:50 – 8:19	29 min.
2	8:23 – 8:51	28 min.
3	8:55 – 9:23	28 min.
4	9:27 – 9:55	28 min.
5	9:59 – 10:27	28 min.
6	10:31 – 11:00	29 min.

### Two Hour Weather Delay

<b>Hour</b>	<b>Time</b>	<b>Contact Time</b>
1	9:50 – 10:31	41 min.
2	10:36 – 10:59	23 min.
Lunch	10:59 – 11:27	28 min.
2	11:32 – 11:50	18min.
3	11:55 – 12:35	40min.
4	12:40 – 1:20	40 min.
5	1:25 – 2:05	40 min.
6	2:10 – 2:40	30 min.

## **Staff Email**

<b><u>Middle School</u></b>	<b><u>Email Address</u></b>	<b><u>Phone Ext.</u></b>
Bielskis, Nathan	<a href="mailto:Nathan.Bielskis@madisonk12.us">Nathan.Bielskis@madisonk12.us</a>	400
Cantu, Heather	<a href="mailto:Heather.Cantu@madisonk12.us">Heather.Cantu@madisonk12.us</a>	207
Clegg, Jacqueline	<a href="mailto:Jacqueline.Clegg@madisonk12.us">Jacqueline.Clegg@madisonk12.us</a>	220
Crow, Lindsay	<a href="mailto:Lindsay.Crow@madisonk12.us">Lindsay.Crow@madisonk12.us</a>	142
Dietrich, Bonnie	<a href="mailto:Bonnie.Dietrich@madisonk12.us">Bonnie.Dietrich@madisonk12.us</a>	214
Ferrell, Torah	<a href="mailto:Torah.Ferrell@madisonk12.us">Torah.Ferrell@madisonk12.us</a>	216
Fisher, Karla	<a href="mailto:Karla.Fisher@madisonk12.us">Karla.Fisher@madisonk12.us</a>	225
Forche, Renee	<a href="mailto:Renee.Forche@madisonk12.us">Renee.Forche@madisonk12.us</a>	232
Gafford, Emily	<a href="mailto:Emily.Gafford@madisonk12.us">Emily.Gafford@madisonk12.us</a>	202
Garno, Deanna	<a href="mailto:Deanna.Garno@madisonk12.us">Deanna.Garno@madisonk12.us</a>	211
Hacker, Abby	<a href="mailto:Abby.Hacker@madisonk12.us">Abby.Hacker@madisonk12.us</a>	224
Hall, Scott	<a href="mailto:Scott.Hall@madisonk12.us">Scott.Hall@madisonk12.us</a>	218
Hayes, Connie	<a href="mailto:Connie.Hayes@madisonk12.us">Connie.Hayes@madisonk12.us</a>	217
Hogle, Jill	<a href="mailto:Jill.Hogle@madisonk12.us">Jill.Hogle@madisonk12.us</a>	203
Hull, Kathryn	<a href="mailto:Kathryn.Hull@madisonk12.us">Kathryn.Hull@madisonk12.us</a>	208
Jordan, Mindy	<a href="mailto:Mindy.Jordan@madisonk12.us">Mindy.Jordan@madisonk12.us</a>	226
Kennard, Lucas	<a href="mailto:Lucas.Kennard@madisonk12.us">Lucas.Kennard@madisonk12.us</a>	125
Lapinske, Erin	<a href="mailto:Erin.Lapinske@madisonk12.us">Erin.Lapinske@madisonk12.us</a>	354
Lobkovich, Christine	<a href="mailto:Chris.Lobkovich@madisonk12.us">Chris.Lobkovich@madisonk12.us</a>	230
Lucht, Shannon	<a href="mailto:Shannon.Lucht@lisd.us">Shannon.Lucht@lisd.us</a>	321
Matthews, Danyelle	<a href="mailto:Danyelle.Matthews@madisonk12.us">Danyelle.Matthews@madisonk12.us</a>	229
O'Brien, Bill	<a href="mailto:Bill.Obrien@madison12.us">Bill.Obrien@madison12.us</a>	133
Osburn, Josiah	<a href="mailto:Josiah.Osburn@madisonk12.us">Josiah.Osburn@madisonk12.us</a>	221
Perry, Wade	<a href="mailto:Wade.Perry@madisonk12.us">Wade.Perry@madisonk12.us</a>	212
Powers, Josh	<a href="mailto:Josh.Powers@madisonk12.us">Josh.Powers@madisonk12.us</a>	137
Rosales, Stevie	<a href="mailto:Stevie.Rosales@madisonk12.us">Stevie.Rosales@madisonk12.us</a>	223
Smith, Lesa	<a href="mailto:Lesa.Smith@madisonk12.us">Lesa.Smith@madisonk12.us</a>	222
Stahl, Preslee	<a href="mailto:Preslee.Stahl@madisonk12.us">Preslee.Stahl@madisonk12.us</a>	201
Stricklen, Lora	<a href="mailto:Lora.Stricklen@madisonk12.us">Lora.Stricklen@madisonk12.us</a>	210
Swinehart, Jodi	<a href="mailto:Jodi.Swinehart@madisonk12.us">Jodi.Swinehart@madisonk12.us</a>	129
Taylor, Julie	<a href="mailto:Julie.Taylor@madisonk12.us">Julie.Taylor@madisonk12.us</a>	136
Van Valkenburg, Kathryn	<a href="mailto:Kathryn.VanValkenburg@madisonk12.us">Kathryn.VanValkenburg@madisonk12.us</a>	209
Whiteley, Nick	<a href="mailto:Nick.Whiteley@madisonk12.us">Nick.Whiteley@madisonk12.us</a>	128
Williams, Krishna	<a href="mailto:Krishna.Williams@madisonk12.us">Krishna.Williams@madisonk12.us</a>	213
Zeckner, Marcie	<a href="mailto:Marcie.Zeckner@madisonk12.us">Marcie.Zeckner@madisonk12.us</a>	499

**Visit the Madison Middle School webpage at <http://www.madisonk12.us/middle-school/>**

# BE A GOOD BYSTANDER

If it is safe, use a shutdown in the moment. Encourage other bystanders to speak up too. There is strength and safety in numbers. **Fifty percent of the time, if just one bystander says “Stop it”, it will end the aggressive behavior within 10 seconds!** *When speaking up, you might use words like...*

~Knock it off	~That’s annoying	~That’s messed up	~Relax
~Cut it out	~That makes you look bad	~That’s weak	~Calm down
~Nobody likes that	~Give it a rest	~That’s harsh	~Lay off
~That’s mean	~That’s rude	~That’s getting old	~Chillax
~Back off	~That’s just wrong	~That’s getting boring	~Not cool

**In the moment, try to distract the aggressive student** (ask an unrelated question, change the subject, say or do something humorous to break the tension).

**Make up an excuse to get the target away from the aggressive person.** Interrupt the aggressive person.

*“Hey Sara, come here a minute. I need to ask you something (show you something).”*  
*“Hey Sam, Mrs. Smith (teacher/coach/adult) is looking for you. Come on.”*

**Be friendly to the target during free time outside of class.**

Smile and talk to the target at different free times during the day, or even before or after school. Invite them to walk with you in the hallway or sit with you at lunch.

**Tell friends who are acting mean to “chill” before they get reported. Do it in a nice way, in a friendly way:**

*“You could get in major trouble if you keep that up. Chill out before someone reports it. I don’t want you to get in trouble. What you are doing is not OK. It’s getting old.”*

**Privately support the target at a later time:**

*“I saw what happened. That was really mean and rude. Are you all right?”*  
*“What they just did/said was really messed up. Are you ok?”*  
*“I wanted you to know that most people don’t agree with them at all.”*

**For gossiping, backstabbing, and rumor spreading:**

**DON’T PASS IT ON LATER! KEEP IT TO YOURSELF!** A rumor can’t keep spreading unless you help spread it. In the moment, you can also change the subject. You could disagree politely (*Gee, really? You think that? I don’t think that at all. That surprises me that you would say that. I really like\_\_\_\_\_.*) You may also use your sense of humor to change the direction of the conversation

**Encourage friends who are being mistreated to report it. Offer to go with your friend.**

*“You shouldn’t have to put up with that all the time. I can go with you to report it. It’s the right thing to do. If you don’t report it, he/she will just keep doing it to you.”*

**Report it yourself (as a bystander) to an adult quietly and privately:**

Email, write a note, leave a voicemail phone message, or tell an adult what is going on privately. [After reporting, DO NOT tell even one friend that you reported it. The word will most certainly get back to the aggressive person if you tell another student! Go back IMMEDIATELY to the same adult if it happens again.]

***TO MAKE A REPORT PRIVATELY, YOU CAN FILL OUT A REPORTING FORM***

*Reporting forms can be found in the office, library, or teacher’s classroom. Please include the five W’s.*

1. Who did it?
2. What Happened?
3. When did it start? How long has it been going on?
4. Where did it happen (*hallway, locker room, cafeteria, etc.*)?
5. Witnesses in addition to you who saw/heard it.

## Dealing with Aggression

### **If someone is putting you down or mocking you, smile and use your sense of humor:**

- ~Excellent insult! I'll have to remember that one!    ~ (*Smile*) Sweet! Thanks for sharing!
- ~Thanks! I appreciate that!    ~Thanks! I didn't know you cared!
- ~ (*Laugh*) Good one! Did you come up with that all on your own?

### **If you're dealing with a hothead...respond with neutrality, a calm voice, and a poker face:**

- ~Sorry you feel that way.    ~You're welcome to your opinion
- ~It's good to know how you see it.

### **Use a comeback in the moment and walk away:**

- ~Nice try, but I don't think so.    ~That makes you look bad.    ~Whatever
- ~Must feel cool to be mean.    ~I would care why?    ~Your point is?
- ~Oh that's original!    ~Tell someone who cares    ~Should I cry now?
- ~That says more about you than me.    ~Were you up all night thinking of that one?
- ~Putting people down must be your thing. Sad, but hey, whatever works for you?!

### **If what they are saying is true, smile and agree with them:**

- ~Thanks for noticing!    ~No kidding! What a surprise!    ~So, your point is?
- ~Man, you're observant!    ~What? You just now figured that out?!
- ~Thank you Captain Obvious!    ~Your powers of observation are soooo amazing!

### **Respond with a compliment or kindness. Take the high road:**

- ~Why would someone so nice say something so mean?
- ~Despite what you just said, I always thought you were a pretty decent person.
- Teaser says: *Loser!* You say: *Sorry you feel that way. I always thought you were pretty cool.*

### **Stand up for yourself if the behavior continues. Confront assertively in the moment (eye contact, poker face, calm voice) and then walk away:**

- ~That's getting old. If you do it again, I'm reporting it.
- ~That's weak. Give it up. If you do/say it again, I'm reporting it.
- ~What you are doing is harassment. If you don't stop, I'll be forced to report it.

### **Confront the ringleader privately later if it's safe. Stay four feet away. Use a calm voice and maintain a neutral expression. Maintain eye contact the entire time you are speaking. Have a script in your head beforehand and stick to it:**

I need to talk to you. You have been doing \_\_\_ to me. I would never do that to you, and it's not okay that you're doing it to me. You need to stop. If you don't stop, I'm reporting it. Its harassment and I'm not going to put up with it. (Immediately walk away when you are done speaking. Don't look back. Keep moving. If the behavior continues, report it.)

**Check with other students. If others are being bullied by the same person, do a group confrontation when the aggressive/mean person is alone. Never confront in front of the aggressive student's friends:** We need to talk to you. You have been doing \_\_\_\_\_. (Each person one at a time states what the bully/harasser has done or said to him/her personally.) If you don't stop, we're all going to report it. (As a group, walk away immediately).

**If you feel uncomfortable with a group confrontation or it is unsuccessful, the group should decide which adult they all could talk to about the bullying/harassment.** Each student should go one at a time and tell their story to the same adult. Reporting by group members should all occur within a 24 hour period to make maximum impact. *To make a report, fill out a reporting form. These forms are available in the office, library, or a teacher's classroom.*

**If direct confrontation is too difficult or dangerous, report to an adult privately.** Use email, write a note, leave a voicemail, or talk to an adult before or after school, or during lunch. Don't tell any of your friends that you reported it. If you tell even one friend, the word will get out. Go back to the same adult if the behavior continues or worsens. Report it again. Adults often assume the behavior has stopped if the aggressor gets a consequence. If the aggressive student hasn't stopped, adults need to know about it right away. Adults are not mind readers and may not know if bullying or harassment continues or gets worse. Be persistent about getting help!

**If someone is pushing, shoving, or threatening you:**

Stay cool and say something like "A fight with you isn't worth me getting suspended." Walk away calmly and confidently. If they follow you, don't run or turn around. Walk to the nearest adult and ask for help.

**An alternative to direct confrontation or reporting is to write (don't email or text) a letter to the bully/harasser. Make a copy of the letter and keep it in a safe place.**

This letter should be fairly short (a paragraph or two). The letter should describe the inappropriate behavior(s), how this person/behavior is making you feel, how this person/behavior is affecting your life, and that it must stop immediately. Inform the harasser that you want the letter to stay between the two of you, and that no else knows about the letter. Let the person know that you are not going to share your letter unless <sup>1.)</sup> He/She shows the letter to his/her friends as a way to mock you, or <sup>2.)</sup> He/She does not stop their harassing/mean behavior. Emphasize that you hope to settle this matter privately, to prevent you from having to report it to an adult.

*Developed by Marcia McEvoy, Ph.D., Licensed Psychologist, (616)453-1998.*

## Madison Middle School Student Technology Compact

- I will take good care of my school-issued device.
  - I will insert cords, cables and removable flash drives carefully.
  - I will not shove or wedge my device into a locker or backpack.
  - I will not expose my device to extreme temperatures or direct sunlight.
  - I will keep food or beverages away from my device.
  - I will close the lid when transporting the laptop, even between classes (The laptop will not sleep or turn off).
- I will never leave my device unattended in an unsecured or unsupervised location.
- I will never loan my device to other individuals, including other family members.
- I will bring my device fully charged each day.
- I will sync my school files to Office 365 to prevent loss of documents or class projects.
- I will not, or allow anyone else to, attempt to disassemble or repair my device.
- I will use my device in ways that are appropriate for education.
- If I inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, I will notify the school immediately so that such sites can be blocked from further access. This is not merely a request; it is my responsibility.
- I will not go into any chat rooms other than those set up by my teacher or mandated in other virtual learning courses.
- I will not use my device to capture, record, or transmit the words and or images of any student, staff member or other person in the school without express permission and explicit consent.
- I will not use my device for gaming or entertainment during class time.
- I will not place decoration (stickers, markers, etc.) on my device.
- I will not remove any identification stickers that Madison School District has placed on the device.
- I understand that the device I am issued is monitored and my web activity and email is recorded and is subject to inspection at any time without notice and remains the property of Madison School District
- I will follow the District Acceptable Technology Use Policy outlined in the student handbook and Board Policy while at school as well as outside the school day.
- I agree to monitor my school email for important communications from school staff and IT department.
- I agree to return the device in good working condition at the end of the school year.

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## UNDERSTANDING CONCUSSION

### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not “Feeling Right”
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable Slow
Nausea/Vomiting	Blurry Vision	Haziness Fogginess	Confusion	Reaction Time Sleep
Dizziness	Sensitive to Light	Grogginess	“Feeling Down”	Problems

### WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

## Appendix D