

Madison District Public Schools

Student Handbook



2023-2024

Madison District Public Schools Student Handbook

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.madisondistrict.org. School officials are responsible for interpreting the handbook and, if a situation is not specifically addressed, the school will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interests.

Mission

Madison District Public Schools will use a rigorous curriculum that will engage any student, regardless of their current academic level, in an environment that is safe, supporting and nurturing for **ALL STUDENTS**.

Vision

Madison District Public Schools will provide its students with an education that will prepare them academically, socially and emotionally for the next phase of their life.

Core Values...The SCOPE of our Work

Students First: All decisions and actions must reflect the best interest of **ALL STUDENTS**.

Courageous: In today's world we must remain courageous in leading, teaching and goal setting by boldly facing challenges and supporting each other through difficult times.

One Percent Better: We will become at least 1% better than yesterday by striving daily.

Perseverance – We **WILL** achieve our goals by remaining committed along with the support of families, community and valued stakeholders.

Ethical: Trust will be built and maintained through honest, effective communication and responsible decision-making that focuses on the success of **ALL STUDENTS**.

* **ALL STUDENTS** references the entire student body population and inequities will not exist based on race, ethnicity, socioeconomic status, gender identity, learning differences and/or any other label that can potentially impact student learning.

Madison District Public Schools Board of Education

The Madison District Public Schools Board of Education governs the school district and is elected by the community. Current School Board Members are:

- **Cindy Holder** Board President
- **Rebecca Chambliss** Board Vice President
- **Crystal Beaver** Board Secretary
- **Gloria Thompson** Board Treasurer
- **Merri Busch** Board Trustee
- **Mary Harp** Board Trustee
- **Mark Kimble** Board Trustee

The Madison District Public Schools Board of Education has hired the following administrative staff to operate the school district:

- **Patricia Perry** Superintendent
- **Pam Vermiglio** Assistant Superintendent
- **Aaron Ondra** Director of Specialized Student Services
- **Kyle Anderson** Interim Director of Business & Finance

Madison District Public Schools

Welcome to Madison District Public Schools. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Madison Early Childhood Center

25601 Couzens
Madison Heights, MI 48071
248-543-5465
Principal: Lisa DiGiulio

Madison Elementary School

27107 Hales St.
Madison Heights, MI 48071
248-542-3414
Principal: Felecia Hemingway

Wilkinson Middle School

26524 John R Rd.
Madison Heights, MI 48071
248-399-0455
Principal: Tiffany Collins

Madison High School/Madison Prep

915 E. Eleven Mile Rd.
Madison Heights, MI 48071
248-548-1800
Principal: Stacey Cauley

Madison Administration Office

26550 John R Rd.
Madison Heights, MI 48071
248-399-7800

Table of Contents

INTRODUCTION	7
Foreword	7
Student Rights and Responsibilities	7
Student Well-Being.....	7
Injury and Illness.....	8
Homebound Instruction	8
SECTION I – GENERAL INFORMATION.....	8
Scheduling and Assignment.....	8
Elementary level.....	8
Secondary level	8
Early Dismissal	9
Transfer Out of the District	9
Withdrawal from School.....	9
Immunizations	9
Emergency Medical Authorization	9
Use of Medications.....	9
Asthma Inhalers and Epi-pens.....	10
Non-prescribed (Over the Counter) Medication.....	10
Hearing and Vision Screening.....	10
Control of Casual Contact Communicable Diseases and Pests	11
Control of Non-Casual Contact Communicable Diseases.....	11
When to keep your child at home.....	11
Individuals with Disabilities	12
Limited English Proficiency.....	12
Student Records	12
Armed Forces Recruiting	14

Student Fines and Supplies	14
Student Fundraising	15
Student Valuables.....	15
Review of Instructional Materials and Activities.....	15
Meal Service	15
Fire, Lock Down, and Tornado Drills.....	16
Emergency Closing and Delay	16
Preparedness for Toxic and Asbestos Hazards.....	16
Visitors	16
Lost and Found	17
Student Sales	17
Use of Telephones	17
Advertising Outside Activities	17
Parent Organizations	18
Volunteers	18
SECTION II – Academics.....	18
Course Offerings.....	18
Field Trips	18
Grades.....	18
Grading Periods	18
Promotion, Placement, and Retention.....	18
Graduation Requirements.....	19
Dual Enrollment.....	20
On-line/Blended Learning Program	20
Recognition of Student Achievement	20
Homework	20
Computer Technology and Networks.....	20

Student Assessment	21
SECTION III – STUDENT ACTIVITIES	22
School Sponsored Clubs and Activities.....	22
Non-School Sponsored Clubs and Activities.....	23
Athletics	23
Student Employment.....	23
SECTION IV – STUDENT CODE OF CONDUCT	24
School Attendance	24
Expected Behaviors	25
Dress Code	27
Care of Property	28
Search and Seizure	28
Student Rights of Expression.....	28
Student Code of Conduct	28
Prohibited Acts/Violations	30
Mandatory Expulsion Violations	37
Response to Student Behavior	37
SECTION V – DUE PROCESS PROCEDURES	39
Short-Term Suspension Definition	39
Long-Term Suspension Definition	39
Expulsion Definition.....	40
Board of Education Guidelines for Students Subject to Long-Term Suspension or Expulsion	40
Appeal Process	40
Acknowledgements.....	40

INTRODUCTION

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parent/guardian may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parent/guardian. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules. If any of the policies or administrative guidelines referenced herein have been revised, the language in the most current policy or administrative guideline prevails.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of their behavior.

Parents/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents/guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building Principal. All adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parent/guardian in their educational program.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent/guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School Office.

Injury and Illness

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parent/guardian permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents/guardians should contact the school administration regarding procedures for such instruction. Applications must be approved by the Educational Services and/or Special Services Department. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in the State, parent/guardian, student, or other caregiver. A physician must: certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

SECTION I – GENERAL INFORMATION

Scheduling and Assignment

Elementary level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the school office or the parent/guardian coming to the school office to request the release.

No student will be released to a person other than a custodial parent/guardian without written permission signed by the custodial parent/guardian. Any person that arrives to pick up a student may be requested to show picture identification.

Transfer Out of the District

Parents/guardians must notify the Principal about plans to transfer their child to another school. Transfer will be authorized only after the student has completed any necessary paperwork, returned all school materials, and paid any fees or fines that are due. School records may not be released if the above are not properly completed. Parents/guardians are encouraged to contact the building Principal for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of their parent/guardian.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

Use of Medications

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

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Forms must be filed with the respective building Principal before the student will be allowed to begin taking any medication during school hours.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent/guardian. Both must also authorize any self-medication by the student.

- C. All medications must remain in their original containers and be registered with the school office.
- D. Medication that is brought to the office will be properly secured.
- E. Any unused medication unclaimed by the parent/guardian will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parent/guardian shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting themselves on time and for taking the prescribed medication.
- G. 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/guardian's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. **Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school Principal and updated annually.**

Non-prescribed (Over the Counter) Medication

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

If a student is found using or possessing a non-prescribed medication without proper authorization, they will be brought to the school office and the parent/guardian will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the District's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent/guardian along with a waiver of any liability of the District for the administration of the medication. The parent/guardian must also authorize any self-medication by their child.

Hearing and Vision Screening

Students may receive hearing and vision screenings from an outside agency annually. These screenings will occur in various grades throughout the school district. If the agency determines there is a concern with the vision or hearing of a student, the parent/guardian will be notified. It is the parent/guardian's responsibility to inform the school if there is a desire to NOT have their child screened for hearing and vision screening. It should be noted that the Madison District Public Schools encourages and supports

the screening of all students in an attempt to provide early detection of concerns that could impair a student's ability to be successful and healthy.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. 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 or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, 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.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents/guardians will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

When to keep your child at home

1. **Fever:** A child has a temperature of 100F taken by mouth or 99F taken under the arm. The child should not return until 24 hours of no fever, without the use of fever-reducing medications.
2. **Diarrhea:** A child has two loose or watery stools, even if there are no other signs of illness. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Discuss with a parent/guardian to find out if this is the likely cause. For students with diarrhea caused by Campylobacter, E. coli, Salmonella or Shigella, the District nurse will determine clearance criteria.
3. **Vomiting:** A child that is vomiting. The child should have no vomiting episodes for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious.
4. **Rash:** The child develops a rash and has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provide has determined it is not infectious. For students with a diagnosed rash, the District nurse will determine clearance criteria.
5. **Communicable diseases:** Children and staff diagnosed with certain communicable diseases may have to be excluded for a certain period.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact specialized student services at 248-399-7800 to inquire about evaluation procedures and programs.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instruction or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents/guardians should contact the Educational Services Department at 248-399-7800 to inquire about evaluation procedures and programs offered by the District.

Student Records

The District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than for-profit organizations, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. It is the intention of the Madison District Public Schools to protect each student's privacy and to share this "directory information" only when deemed necessary or in an attempt to enhance the student's educational or employment opportunities.

If you do not want your student's "directory information" released to military recruiters, in district publications, or other third party interests; you must make this request in writing to your student's school Principal.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parent/guardian, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents/guardians have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent/guardian. To review student records please provide a written notice identifying requested student records to Department of Human Resources. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Please note: School security video is not always an educational record and thus can be prevented by law from sharing with parents/guardians unless only their child is in the video. Individual circumstances will dictate the ability to view school security video.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parent/guardian;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parent/guardian; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents/guardians may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the school to the student. The parent/guardian will have access to the survey within a reasonable period after the request is received by the building principal.

The Superintendent will provide notice directly to parents/guardians of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period after any substantive change in this policy. In addition, the Superintendent is

directed to notify parents/guardians of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose; and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov and
PPRA@ED.Gov.

Armed Forces Recruiting

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the Armed Forces of the United States and their reserve components and the United States Coast Guard.

Student Fines and Supplies

Madison District Public Schools charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, sponsors, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the group sponsor.
- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending themselves to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. **The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.**

Review of Instructional Materials and Activities

Parents/guardians have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wishes to review materials or observe instruction must contact the Principal prior to coming to the school. Parent/guardian rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

Meal Service

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents/guardians and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents/guardians interested in being involved should contact the Director of Food Service.

The District participates in the National School Lunch Program and makes breakfasts and lunches available to students. Currently, the Madison District Public Schools participate in the Community Eligibility Provision (CEP) and are able to provide breakfast and lunch at no cost to students (ala carte and additional items outside of the standard breakfast and lunch may be priced).

The district is required to collect information from students and their families in the form of a Household Survey. This information is used to ensure our continued participation in CEP and the benefit delivered to our families. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Fire, Lock Down, and Tornado Drills

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills is established by each building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills. The alarm signal for tornado drills is established by each building.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes. The alarm signal for lock down drills is established by each building.

Emergency Closing and Delay

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WJBK Channel 2 WDIV Channel 4 WXYZ Channel 7 WWJ Radio

You may also receive an automated phone call from Madison District Public Schools. Parents/guardians and students are responsible for knowing about emergency closings and delays.

Preparedness for Toxic and Asbestos Hazards

The school is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

Visitors

The Board of Education welcomes and encourages visits to school by parents/guardians, other adult residents of the community, and interested educators. But for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educative process and learning environment and should not occur on an excessive basis.

To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school. Relatives and friends are not permitted to accompany students to school.

Visitors, particularly parents/guardians, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the principal.

Lost and Found

A lost and found area is established by each individual school building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Student Sales

No student is permitted to sell any item or service in school without the approval of the building Principal. Violation of this may lead to disciplinary action.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may bring a cellular telephone or other electronic communication device (ECD) to school. During school hours and on all school vehicles the cell phone or other ECD must remain off, unless designated otherwise, by administration, teachers, and other staff.

When directed, cell phones and other ECDs shall be turned off and stored away. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited. Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone or ECD, suspension, and/or expulsion. The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECD's brought onto its property.

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of the receipt. The school has a bulletin board(s) designated for posting notices after receiving permission from the Principal.

Parent Organizations

Each school has a parent organization that meets periodically throughout the year. This organization typically organizes special activities and fund-raising projects. Revenue earned is used to supplement school material, supplies, and equipment.

Volunteers

Volunteers are always welcome to assist in our schools. A variety of opportunities are available for volunteers to share their time, knowledge, and expertise. Please contact your local school if you are interested in volunteering. District Policy requires a criminal record check (CRC) prior to any volunteer contact. Volunteers may not have any contact with children prior to this check.

SECTION II – Academics

Course Offerings

A complete list of course offerings and curriculum information is available on the district website (www.madisondistrict.org).

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parent/guardian consent. The Student Code of Conduct and all other school rules are in effect on all school-sponsored events.

Grades

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

Grading Periods

Students shall receive a report card at the end of each quarter or trimester indicating their grades for each course of study for that portion of the academic term. In the middle of each marking period, interim progress reports may be sent home with the student. Parents/guardians may contact the teacher any time during the school year for an update on their child's progress.

Promotion, Placement, and Retention

Elementary – Middle School

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits, and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student and parent/guardian responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

Freshman = 0 to 5.5 Credits

Sophomore = 6 Credits to 10.5 Credits

Junior = 11 Credits to 16.5 Credits

Senior = 17 or more Credits

Graduation Requirements

Regular Diploma

Each student should plan on taking the maximum number of credits available, which are six (6) per year and twenty-four (24) during their high school career. Exceptions are warranted only when recommended by a doctor, based on a medical condition.

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. High school students must attempt all parts of State mandated tests to be eligible for graduation, unless otherwise indicated in an IEP (Individualized Education Program).

Specific Course Requirements are:

English	4.0 credits
Health	.5 credit
Phys. Ed.	.5 credit
Mathematics	4.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Visual/Performing Arts	1.0 credit
World Language	2.0 credits
Electives	6.0 credits
Total	22.0 credits

Dual Enrollment

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing they meet the requirements established by law and by the District. Any interested student should contact the counseling office to obtain the necessary information.

On-line/Blended Learning Program

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent. The Superintendent shall prepare a plan of educational options for use in meeting special needs.

Such options may include, but not be limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, internet, digital broadcasting, or satellite course work offered by the school or Virtual Learning Academy Consortium (VLAC) or any regionally accredited college.

Credit may be granted to the student upon complete evaluation of the program.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the District graduation requirements.

The Superintendent shall establish administrative guidelines whereby each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the state.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Homework

The assignment of homework can be expected. The purpose of homework is to reinforce skills and knowledge which are taught in class. The teacher decides the amount and type of assignments. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

Computer Technology and Networks

Before any student may enhance their school career through participation in the school's computer network, the student and parent/guardian must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all the terms of the Madison District Public Schools Technology Acceptable Use Policy may lead to termination of the student's computer account and possible disciplinary action up to and including expulsion from school and/or referral to law

enforcement authorities. A copy of the Madison District Public Schools Technology Acceptable Use Policy is posted on the District website.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

Student Assessment

Elementary and Middle School

To measure student progress, students will be tested in accordance with State standards and District policy. Students will be expected to take the appropriate State and/or District assessments.

Additional tests may be given to students to monitor progress and determine educational mastery levels. These tests are used to help staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. The tests are created to assess how well students have achieved specific objectives.

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form or evaluation.

If necessary, intelligence tests, speech, and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

High School

The Michigan Merit Exam (MME), which will include the (SAT) for high school juniors, will serve as the state standardized student assessment at the high school level.

This means that all 11th graders will take this state assessment test in the Spring of each year. It will provide students with a regular (SAT) score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and Work Keys tests in mathematics and reading, plus additional M-STEP testing from the state of Michigan. MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and M-STEP on later day(s). Make-up sessions for these tests will be scheduled for exactly two (2) weeks later.

Parents/guardians and students should monitor the school calendar and the automated phone system for announcement of testing dates.

As required by the State of Michigan, 9th and 10th graders will take the PSAT. A preparatory assessment primarily used to help students prepare for the SAT. The test includes three (3) sections: a sixty (60) minute Reading; a thirty-five (35) minute Writing and Language; and a seventy (70) minute Math section.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

A student may be granted credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district, on 1 or more assessments developed or selected by the school district that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.

A student may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. The Madison District Public Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Limited English Proficiency

Students are assessed to determine the level, if any, of intervention needed to assist students that are learning the English language. Required assessments such as the WIDA as well as other local assessments are used.

SECTION III – STUDENT ACTIVITIES

School Sponsored Clubs and Activities

Madison District Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school, school mascot, or school logo.

Athletics

Madison District Public Schools provides a variety of athletic activities in which students may participate providing they meet eligibility requirements. Madison District Public Schools follows eligibility guidelines established by the Michigan High School Athletic Association (MHSAA).

Academic Eligibility

To participate in contests or scrimmages, a high school student must achieve the MHSAA minimum standard of receiving credit in 66% of full credit load potential for a full-time student: Passing 4 of 6 classes. For middle school students, they must be passing 50% of their classes. These rules become active once a student begins the 9th grade for high school, or 6th grade for middle school.

Previous Academic Record

A student who does not meet the minimum standard of receiving credit in 66% (HS) or 50% (MS) of classes at the end of the semester is not eligible until the next semester starts. A student who does not meet the standard can also go to summer school or take online classes so long as the school accepts the credit. Once the deficiency is made up and the transcript shows the minimum standard achieved, the student would be eligible.

Current Academic Record

The MHSAA minimum standard under this rule is also 66% (HS) or 50% (MS) of full credit load potential for a full-time student. These current grade checks must occur within 10 weeks for semester schools. If a student is not meeting the standard when checked, that student is not eligible for games or scrimmages until passing the standard, but ineligible for at least the next Monday through Sunday.

Student Employment

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the

student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

SECTION IV – STUDENT CODE OF CONDUCT

School Attendance

All students should attend school regularly. Regular attendance will allow students to keep up academically, since the presentation of materials by teachers in all classes takes place in an orderly, sequential style. In addition to missing class time, students will also miss valuable time to interact with both teachers and other students if they do not attend school regularly. The chance to hear and participate in class instruction, discussion and other related learning experiences cannot be replaced. **A student participating in athletics or extracurricular activities must be in attendance 3 school hours per day in order to participate in any activity beyond their regular scheduled classes.**

It is the parent/guardian's responsibility to make sure your child is in school. Attendance has a bearing on academic achievement and will be reflected in a child's grade. It is the student's responsibility to request make-up work from teachers and to make sure it is turned in. After a child has been sick for three days, parents/guardians can request homework. Parents/guardians are notified every quarter or trimester about their child's attendance as part of his or her report card.

Whenever possible, families should plan vacations when school is not in session. Valuable instructional time and experiences are lost when your child is out of school; time and experience which cannot be made up. If it is necessary for you to take your child out of school, make-up work should be requested no later than the day he returns from vacation.

Make-up work should be completed within the same number of school days as the student was absent unless special arrangements have been made with each teacher.

Tardiness

Punctuality is a lifetime habit that students should develop. Students are expected to arrive on time each day and be prepared to learn. If a student is not in class at the designated start time, they will be considered tardy.

Notification of Absence

If a student is going to be absent, the parent/guardian must contact the school attendance line and provide explanation. If prior contact is not possible, the parent/guardian should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused, and the student will be considered truant.

Excused Absences

Students are expected to be in school except in cases of emergency or for the following reasons:

- Personal Illness – the school may require verification by a doctor
- Illness in the Family – work with your child's teacher to keep schoolwork current
- Death of a Relative – absence arising from a family death. Please notify your child's counselor should you feel your child may need support when they return to school.

- Religious Holiday – children will be excused from class if the absence is for the purpose of observing a religious holiday which is part of the child’s creed or belief
- Medical Appointments – parents/guardians should schedule their child’s regular medical and dental appointments for times after school or on weekends

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parent/guardian shall be subject to the truancy laws of the State.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon their return from school. Assignments may be obtained from the office. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Homebound

Students who are not able to attend school due to a debilitating condition, as defined by a medical doctor, may request Homebound Services through the Educational Services Department.

Any Homebound student who refuses more than ten (10) visits from the homebound instructor will be considered dis-enrolled from Madison District Public Schools.

Truancy

The Michigan Compulsory Attendance Law requires students under 18 years of age to attend school. When a child has more than 10 absences in a semester, whether excused or unexcused, it is considered excessive and may be investigated by school officials. Chronic, prolonged, or excessive absenteeism may be referred to the Oakland County Truant Officer. Excessive absence, whether excused or unexcused, may prevent a child from being promoted to the next grade. Additionally, when a student accumulates 11 consecutive days’ absences, and the school received no explanation for the absences, the student will be considered to have withdrawn from school and will be dropped from the school records.

Expected Behaviors

A major component of the educational program at Madison District Public Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Student Responsibilities

Students (persons enrolled in grades PreK-12) have the responsibility to:

1. Take responsibility for your learning and recognize that it is a process.
2. Attend school regularly, arrive on time, and be prepared to learn.
3. Respect yourself and others in class, on school grounds, on buses, and at any school-related activity.

4. Respect the rights and feelings of fellow students, parents/guardians, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), visitors, and guests.
5. Work within the existing structure of the school to address concerns.
6. Know and comply with school district rules and policies.
7. Participate in your learning communities, including helping formulate rules and procedures in the school, engaging in school-related activities, and fostering a culture of respect for learning and for others.

Parent/Guardian Responsibilities

Parents/guardians have the responsibility to:

1. Take responsibility for your child(ren)'s development as learners by, as much as possible, providing a home environment suited for learning and developing good study habits.
2. Advocate for your child(ren) and take an active role in the school community (check ParentConnect through Mistar, monitor grades/attendance, attend conferences, etc.).
3. See that your child(ren) attends school regularly and on time.
4. Provide for your child(ren)'s general health and welfare as much as possible.
5. Teach and model respect for yourself, your child(ren), and all members of the school community.
6. Support the school's efforts to provide a safe and orderly learning environment.
7. Know and support the school and district rules and policies and work within the existing structure of the school to address concerns.
8. Attend your child(ren)'s parent/teacher conferences.

Educator Responsibilities

Educators have the responsibility to:

1. Take responsibility for students' development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding, while following trauma-informed principles and instructing the whole child.
2. Model and provide a mutually respectful and accountable atmosphere for learning that includes all members of the school community.
3. Cooperate and schedule conferences with students, parents/guardians, and other school personnel in an effort to understand and resolve academic and behavioral problems. Make every effort to accommodate families whose work schedules, access to transportation, or distance from school limits their ability to meet or participate.
4. Keep parents/guardians informed of their students' challenges, efforts, and successes.
5. Encourage students to participate in classroom, extracurricular, and other school-related activities.
6. Know and enforce the rules and policies consistently, fairly, and equitably, particularly procedures involving student due process and required consideration of the 7 factors.
7. Participate in formulating rules and procedures and other learning and developmental opportunities in the school.

8. Participate in training and professional learning communities provided by the district that supports providing a positive culture and climate and promotes student learning.

Dress Code

Creating an environment conducive to the task of learning is extremely important. For this reason, we ask parents/guardians to please monitor the attire that their children wear to school each day. However, the final decision as to the appropriateness will be determined by school administration. Appropriate dress is expected at all school related events, including, but not limited to: assemblies, banquets, athletic events, and field trips. Dress attire that creates a distraction to the learning environment, a safety hazard, or a health hazard will not be admitted to class.

The following are expectations related to proper school attire:

- Clothing should be in good condition and appropriate for the educational environment.
- Back, midriff, buttocks, and cleavage must be covered at all times. Halter tops, revealing sleeveless shirts, and spaghetti straps are not permitted.
- Shorts, skirts, and dresses should be proper fitting and must be at least mid-thigh length.
- Pants must ride at, or above, the hip line and cover all undergarments. Ripped pants/jeans or shorts cannot expose skin above the fingertips.
- Students may not wear hoods up over their heads while inside the school buildings.
- Teachers retain the right to ask students to remove hats during class time. Additionally, administrators may prohibit the wearing of hats.
- Appropriate and safe footwear must be worn at all times. Slippers, bare feet, and stocking feet are not permitted.
- Clothing or objects that advertise or display alcoholic beverages, tobacco products, drugs, sex, or obscene language are prohibited.
- Students may not wear items considered potentially dangerous.
- No dark tinted glasses or sunglasses indoors except for prescription transition lenses.
- The administration reserves the right to prohibit clothing not specifically listed above that creates a disruption of the learning process.

Guidelines for backpacks and outerwear:

- Backpacks are to be left in the student's locker.
- Purses and small bags must be equal to, or smaller in size, than a 3 ring binder.
- Outer/winter garments are to be left in the student's locker.

If a student's attire does not meet these requirements, they shall be referred to the administration. The student may be asked to modify their attire in some way to comply with the above stated policy or the student may be sent home (with parent/guardian contact) to change their clothes before returning to school. Additional disciplinary action, ranging from administrative intervention to suspension may occur. The student may also be excluded from classes for the day if a change of attire is not possible.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parent/guardian.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Code of Conduct.

Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found during a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. During any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs, and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information despite a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The District recognizes the right of students to express themselves within the guidelines of the Student Code of Conduct. With the right of expression comes the responsibility to do so appropriately.

Student Code of Conduct

The Madison District Public School's Student Code of Conduct balances the District's obligation to maintain safety and a conducive educational environment with the District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

Students are subject to the terms of the School District's Code of Conduct from the time they leave their home, while traveling to school, and until they arrive home at the end of the school day. Adherence to this document applies to all student activities on and off campus, as well as while utilizing district transportation and/or contracted transportation services. The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct will be administered fairly, without partiality or discrimination. The Student Code of Conduct does not diminish any rights under federal law (20 U.S.C. 1400 et seq.) of a student determined to be eligible for special education programs and services.

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion.

In accordance with state law, before a student may be suspended, expelled or permanently expelled, the District administrators making the disciplinary decision shall consider each of the following seven (7) mitigating factors:

1. the student's age;
2. the student's disciplinary history;
3. whether the student is a student with a disability;
4. the seriousness of the violation or behavior committed by the student;
5. whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. whether restorative practices will be used to address the violation or behavior committed by the student; and
7. whether a lesser intervention would properly address the violation or behavior committed by the student.

When and Where the Student Code of Conduct Applies

The Student Code of Conduct applies before, during, and after school and whenever a student is engaged in a school-related activity. Each student is expected to follow this code of conduct:

- "At school," meaning 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.
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff.

- When a student is using school telecommunications networks, accounts, or other district services.

Exclusionary Discipline

To foster each student’s academic success and pro-social development, the school will consider research-based social and emotional learning strategies and options designed to promote positive behavior and modify negative behavior while holding students accountable and minimizing exclusion time. These may include research- or evidence-based preventative and discipline measures such as:

- Positive Behavioral Interventions and Supports (PBIS)
- Michigan Model for Health™
- Focused instruction to avert academic failure
- Restorative practices
- Early intervention/diversion programs for substance abuse and similar violations
- Family supports and referrals to available community-based resources as appropriate
- Trauma informed schools
- Addressing school climate and culture

Recognizing that grades should reflect learning rather than behavior, when suspension is used, students have the right to complete, turn in, and receive any credit earned on assignments and tests scheduled during their disciplinary absences.

Definitions of Discipline

Administrative Intervention

Disciplinary action which does not result in a student being suspended from school and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Suspension

Exclusion of a student from school for 60 school days or fewer or exclusion of a student from school which exclusion will terminate upon the fulfillment of a specific set of conditions.

Expulsion

Exclusion of the student from the School District for 60 school days or more or permanent exclusion.

Prohibited Acts/Violations

Various types of student misconduct are defined below. These definitions of misconduct are not all inclusive and should only be interpreted as examples. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may contact parents/guardians for any violation listed below or use intervention strategies including preventative measures such as intensive instruction, social-emotional learning, PBIS, restorative practices, teacher/student conferences, or auxiliary staff/student intervention. As required

by law, the staff will refer the last group of violations directly to school administrators due to the serious and/or unlawful nature of the misconduct. At the option of a school administrator, a student accused of any violation of the Student Code of Conduct may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. Where the misconduct is subject to mandatory discipline under state law, however, the school board will act to impose any mandatory sanctions.

- 1. Alcohol, Marijuana, and Chemical Substances:** A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).
- 2. Bullying/Cyberbullying:** A student will not engage in bullying or cyberbullying any student for any reason 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. "At school" includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the telecommunications access device or the telecommunications service provider is owned by or under the control of the school district or public school academy. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in section 219a of the Michigan penal code, 1931 PA 328, MCL 750.219a.

"Bullying" means any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, 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:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more pupils.
 - 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.
 - Having an actual and substantial detrimental effect on a pupil's physical or mental health.
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- 3. Bus Misconduct:** Students are required to conduct themselves in a responsible manner consistent with established standards for behavior on school buses and at bus stops. A student who becomes a serious disciplinary problem on the school bus may have transportation privileges suspended or terminated.
 - 4. Cheating/Academic Misconduct:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic

sanctions in addition to other discipline. The use of AI (Artificial Intelligence) to complete academic assignments is strictly prohibited.

5. **Coercion, Extortion, and Blackmail:** A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.
6. **Criminal Acts:** A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.
7. **Defacement of Property:** A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.
8. **Destruction of Property:** A student will not intentionally cause destruction of property of the school or others. Actions that impair the use of something are destructive. Ruining bulletin boards, intentionally clogging the plumbing system, breaking light bulbs or fixtures, and damaging school equipment to the point where repair is necessary are acts of property destruction.
9. **Discriminatory Harassment:** A student shall not engage in threats, intimidation, harassment, coercion, or violence that:
 - Interferes with a person's civil or constitutional rights; and
 - Is motivated in part by that person's actual or perceived race, creed, color, national origin, gender, sexual orientation, age, disability, or immigration or citizenship status or other protected status.
10. **Disorderly Conduct:** A student will not knowingly misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.
11. **Drugs, Narcotic Drugs, and Counterfeit Substances:**
 - A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.
 - A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach

or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

- A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NODOZ as "Speed" or "Crack") or sell, manufacture, possess, use, deliver, or transfer "designer" drugs).

12. False Allegations: A student shall not libel or slander, or make false allegations against another student, District employee (including substitute and student teachers), Board of Education members, or volunteers.

13. False Fire Alarm or Bomb Threat; Tampering with Fire Alarm System: Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building or on school property, or at a school-related event. These acts are prohibited, irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with a fire alarm system in a school building.

If a student enrolled in grade six (6) or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board, or its designee [MCL 380.1311a(2)].

14. False Identification: A student will not use another person's identification or give false identification to any school official with intent to deceive school personnel, to avoid discipline, to falsely obtain money or property, or for any other reason.

15. Falsification of Records: A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on District forms or records.

16. Fighting: A student will not physically fight with another person. Self-defense or defense of others may be taken into account in determining whether this provision has been violated.

17. Fireworks, Explosives, and Chemical Substances: A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

18. Forgery: A student will not sign the name of another person for the purpose of defrauding another.

19. Fraud: A student will not deceive another or cause another to be deceived by false or misleading information in order to obtain anything of value.

20. Gambling: A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded to the winner, except for those games and contests authorized as official school functions.

- 21. Gang Insignia/Activity:** A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.
- 22. Harassment/Intimidation:** A student will not engage in or participate in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act.
- 23. Hazardous Driving:** A student will not intentionally or recklessly operate a motor vehicle so as to endanger the safety, health, or welfare of others on school property.
- 24. Hazing:** The act of hazing is a crime in Michigan and will not be tolerated in the district. A student will not engage in or participate in any behavior that is included in the definition of hazing. The term "hazing" means "an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization." The term "organization" means "a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution." [MCL 750.411t].
- 25. Improper Physical Contact:** Horseplay, play fighting, pushing, shoving, or other types of questionable physical contact are not permitted.
- 26. Inappropriate Dress and Grooming:** A student will not dress or groom in a manner that disrupts the educational process or is detrimental to the health, safety, or welfare of others.

- 27. Inappropriate Use of Technology:** All computers located in classrooms, labs, offices, or issued to students are the District's property and are to be used by students appropriately and solely for educational purposes. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines.
- 28. Indecency:** A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.
- 29. Insubordination/Unruly Conduct:** A student will not willfully ignore or refuse to comply with directions or instructions given by school authorities. Examples may include, but are not limited to, refusing to open a book, write an assignment, work with another student, work in a group, take a test, or do any other class or school-related activity not listed herein, refusing to leave a hallway or any other location when instructed by a school staff member, or running away from school staff when told to stop constitutes unruly conduct.
- 30. Knowledge of Dangerous Weapons or Threats of Violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to a school administrator. Failure to report such knowledge may subject the student to discipline.
- 31. Leaving School Without Permission:** A student will not leave the school building, classroom, cafeteria, assigned area, or campus without permission from authorized school personnel.
- 32. Loitering:** A student will not remain or linger on school property without a legitimate purpose and/or without proper authority.
- 33. Look-A-Like Weapons:** A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like, or replica weapon, except with the prior written approval of a teacher or an administrator for appropriate educational use.
- 34. Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including, but not limited to, pornographic or obscene material, laser lights, or personal entertainment devices. Certain devices may be permitted for health or other reasons, if approved by the administration.
- 35. Profanity and/or Obscenity:** A student will not verbally, in writing, electronically, or with photographs or drawings direct profanity or insulting, obscene gestures toward a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person
- 36. Public Display of Affection:** Students will not engage in inappropriate displays of affection.
- 37. Sexual Harassment:** A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual

advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel, or adult volunteers.

- 38. Suspended Student on School Property or Attending School Event:** A student, while suspended, shall not enter onto District property without the prior written permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.
- 39. Theft or Possession of Stolen Property:** A student will not, without permission of the owner or custodian of the property, take property or have in his or her possession property which does not belong to the student.
- 40. Threats of Violence:** A student will not threaten another with bodily harm. A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.
- 41. Tobacco Use or Possession/E-Cigarettes/Vaporizers:** Possession and/or use of any smoking product or device including electronic cigarettes/vaporizers or products associated with them is prohibited on school grounds, school property, school buses, or vehicles on school grounds, whether or not the product is intended to be used for tobacco or tobacco-like substances. This includes but is not limited to tobacco, e-cigarettes, and/or smoking liquids and other synthetic cannabinoids and/or synthetic hallucinogens.
- 42. Trespassing:** A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended, or expelled from school, a student will not return to the school premises without permission of the proper school authorities.
- 43. Unauthorized Use of Electronic Communication Devices:** Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy.
- *High School* – Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extra-curricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.
 - *Elementary and Middle School* – Students may not use or possess active electronic communication devices without staff permission.

Mandatory Expulsion Violations

School districts are required to permanently expel students who violate the following prohibited acts. The law allows for possible reinstatement [MCL 380.1311].

- 1. Arson (Starting a Fire):** A student will not willfully and maliciously burn or attempt to burn any part of property that belongs to, or is under contract with the school district, or property of persons employed by the District or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code (MCL 750.71 to MCL 750.80).
- 2. Physical Assault:** A student will not physically assault another person. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310(3)(b), MCL 380.1311a(12)(b)). A student in grade six (6) or above shall be permanently expelled for any assault against an employee, contractor, or volunteer of the district. A student in grade six (6) or above who commits physical assault against another student shall be suspended or expelled for up to 180 days.
- 3. Criminal Sexual Conduct:** A student will not sexually assault another person. For students in grades six (6) and above, school districts may expel students who possess a dangerous weapon, commit arson or commits criminal sexual conduct in a school building, on school grounds or off campus with a victim that is enrolled in the same school district. The law allows for possible reinstatement (MCL 380.1311). The term "criminal sexual conduct" is defined in the Michigan Penal Code, 1931, PA 328 (MCL 750.520 and MCL 380.1311 effective August 8, 2018). NOTE: Under state law, the District may suspend or expel a student who commits criminal sexual conduct with another District student. The District shall suspend or expel a student who is convicted, by plea or adjudication, of criminal sexual conduct with another District student.
- 4. Weapons - Dangerous Instruments:** A student will not possess, handle, transmit or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances, stun guns, BB guns, pellet guns, razors, or box cutters.
- 5. Weapons - Dangerous Weapons:** A student will not possess, handle, transmit, or use as a dangerous weapon an instrument capable of harming another person. A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. (MCL 380.1313).
- 6. Weapons - Use of Legitimate Tools as Weapons:** A student will not use a legitimate tool, instrument, or equipment as a weapon with the intent to harm another. These items include, but are not limited to, pens, pencils, scissors, rulers, compasses, or combs.

Response to Student Behavior

School instructional staff and administration use a combination of tiered interventions and leveled consequences when responding to undesirable student behavior. Interventions and consequences are

often implemented simultaneously to support the student. When choosing a response, MDPS staff will balance ensuring equity, minimizing disruptions, and maximizing students' academic, social, and emotional well-being. Progressive consequences seek to ensure accountability and behavior change, instead of seeking punishment.

Tiered Interventions

Tier 1 Interventions: Classroom Strategies for Teachers

Tier 1 interventions aim to encourage the student's support system to ensure successful learning and consistency of interventions, and to change the conditions that contribute to the student's undesirable behavior.

Tier 2 Interventions: Targeted Strategies for Teachers and Support Staff

Tier 2 interventions are more targeted and often rely on support staff. They aim to correct behavior by educating the student on the seriousness of the behavior with the goal of keeping the student in school.

Tier 3 Interventions: Administrative and Additional Staff Support

Tier 3 interventions are the most intensive interventions and may involve additional support staff and administration.

Level of Violations and Consequences

Level 1 Violations include misbehaviors that generally violate rules for the classroom, campus, school bus, or during any school-sponsored or school-related activity. These are violations that can be corrected by the classroom teacher and other staff using restorative practices and strategies. Teachers and other staff members may keep a written record of the violation. However, certain violations may be elevated to Level 2 based on the severity or context of the misconduct.

Level 1 Consequences incorporate universal school-wide and classroom practices that promote the development and practice of prosocial behaviors, self-discipline, habit of learning, health and well-being. Through observation and immediate responses, beginning with redirection, teachers aim to prevent minor discipline problems from becoming major disciplinary incidents.

Level 2 Violations include those misbehaviors that are more serious in nature and/or a continuation of Level 1. Level 2 infractions include misbehaviors that generally violate rules for the classroom, campus, school bus, or during any school-sponsored or school-related activity. These infractions may result in a referral to an administrator who will address the violation utilizing restorative practices and/or behavior management techniques. However, certain violations may be elevated to Level 3 violations based on the severity or context of the misconduct.

Level 2 Consequences consist of intentionally assigned consequences when a student's behavior warrants a more focused behavioral response beyond the immediate situation (or incident) in the classroom or other location. Students learn best when they feel safe and understood. When providing discipline, staff intervene in a way that models and teaches the positive behavior desired of all individuals in the designated learning environment. Consequences applied must ensure that the

discipline is educational; this can be achieved by demonstrating care, support, and interest in the well-being of the student.

Level 3 Violations are generally serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Level 3 violations are generally major infractions and are serious safety violations. Major infractions should be reported to the school administrator immediately after the incident, and may result in the immediate removal of a student from school. Level 3 violations may result in a referral to a Disciplinary Hearing. Administrators will notify the appropriate district personnel, school resource officers, and law enforcement or state agencies deemed appropriate and required by law.

Level 3 Consequences implement more intense and individualized strategies when the student exhibits violent or dangerous behavior that seriously jeopardizes safety and order in the learning environment is exhibited.

Level 4 Violations are the most egregious acts of misconduct and reserved for behaviors that present an imminent threat of serious harm to the school community and require removal from the learning environment.

Level 4 Consequences focus on maintaining the safety of the school community and is reserved for the most serious violations of school rules. Legal mandates and the Michigan Revised School Code may require mandatory removal and expulsion from Madison District Public Schools.

SECTION V – DUE PROCESS PROCEDURES

All students subject to disciplinary action, including suspension or expulsion, shall be afforded due process rights. Students will receive oral or written notice of the charges against them and the opportunity to respond to those charges. When a suspension or expulsion has already occurred, notice and opportunity to respond shall occur as soon as reasonably possible. The building administrator shall be responsible for making the suspension decision, and shall provide the student the opportunity to be heard.

Short-Term Suspension Definition

For the purposes of this code, a short-term suspension occurs when a student is suspended for not more than ten (10) school days. During a short-term suspension, the student's rights and privileges of attending school, extracurricular activities, and events are suspended.

Long-Term Suspension Definition

A long-term suspension is when a student is suspended for more than ten (10) school days. During a long-term suspension, the student's rights and privileges of attending school, including extracurricular activities, are suspended.

Expulsion Definition

An expulsion occurs when the school district’s board of education or designee terminates the student’s rights and privileges to attend school, including extracurricular activities, for sixty (60) school days or more. An expulsion may be for an indefinite time, as specified by the school board or state law.

Board of Education Guidelines for Students Subject to Long-Term Suspension or Expulsion

A student and their parent/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 Superintendent or designee to answer the charges. The student and/or their parent/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 Superintendent or designee, and a summary of the facts to which the witnesses will testify. At the student or parent/guardian request, the hearing may be private, but the Superintendent or designee must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

Appeal Process

A permanent expulsion or an expulsion greater than 180 days may be appealed to the Board of Education by the student or parent/guardian within fifteen (15) days of receipt of the decision. The petition shall be in writing and contain the reason that the board or its designee's decision should be reviewed or reconsidered. The Board of Education may grant or deny the request for an appeal or request for reconsideration. If granted, the Board shall notify the student and parent/guardian in writing of the procedures to be used for the appeal or the request for reconsideration.

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