

# **Madison Jr./Sr. High School Student Handbook 2025-2026**



**Madison Bulldogs**  
**Connecting today's students to tomorrow's  
opportunities.**

**USD #386 Board of Education    Madison Jr/Sr High School**

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# Table of Contents

|                                                               |                |
|---------------------------------------------------------------|----------------|
| <b>Academic Dishonesty</b>                                    | <b>page 5</b>  |
| <b>Activities-Extracurricular</b>                             | <b>page 8</b>  |
| <b>Activity Bus</b>                                           | <b>page 6</b>  |
| <b>Alma Mater</b>                                             | <b>page 4</b>  |
| <b>Animals/Plants in School</b>                               | <b>page 6</b>  |
| <b>Athletic/Activities Participation</b>                      | <b>page 9</b>  |
| <b>Athletic Uniform/Equipment Policy</b>                      | <b>page 10</b> |
| <b>Attendance Policy</b>                                      | <b>page 7</b>  |
| <b>Attendance Probation</b>                                   | <b>page 7</b>  |
| <b>Band Uniform and Instruments</b>                           | <b>page 10</b> |
| <b>Before and After School</b>                                | <b>page 11</b> |
| <b>Bell Schedule</b>                                          | <b>page 5</b>  |
| <b>Board of Education</b>                                     | <b>page 4</b>  |
| <b>Bullying</b>                                               | <b>page 11</b> |
| <b>Citizenship/Sportsmanship Code</b>                         | <b>page 13</b> |
| <b>Closed Noon Hour</b>                                       | <b>page 14</b> |
| <b>Code of Conduct/Discipline Policy</b>                      | <b>page 14</b> |
| <b>Code of Conduct/Uniform Training</b>                       | <b>page 27</b> |
| <b>Collaborating for Academic and Personal Success (CAPS)</b> | <b>page 9</b>  |
| <b>College Visitations</b>                                    | <b>page 28</b> |
| <b>Communicable Diseases</b>                                  | <b>page 34</b> |
| <b>Copies</b>                                                 | <b>page 28</b> |
| <b>Daily Announcements</b>                                    | <b>page 6</b>  |
| <b>Dances</b>                                                 | <b>page 28</b> |
| <b>Detention</b>                                              | <b>page 16</b> |
| <b>Dress and Appearance</b>                                   | <b>page 26</b> |
| <b>Driving Privileges</b>                                     | <b>page 28</b> |
| <b>Drug Abuse</b>                                             | <b>page 19</b> |
| <b>Drug Dog Searches</b>                                      | <b>page 18</b> |
| <b>Dual Credit Courses</b>                                    | <b>page 28</b> |
| <b>Early Graduation</b>                                       | <b>page 29</b> |
| <b>Emergency Drills</b>                                       | <b>page 29</b> |
| <b>Emergency Safety Interventions (ESI)</b>                   | <b>page 17</b> |
| <b>Faculty</b>                                                | <b>page 5</b>  |
| <b>Fight Song</b>                                             | <b>page 4</b>  |
| <b>Finals Policy</b>                                          | <b>page 7</b>  |
| <b>Flint Hills Technical Guidelines</b>                       | <b>page 29</b> |
| <b>Food and Beverages</b>                                     | <b>page 30</b> |
| <b>Grading Periods</b>                                        | <b>page 30</b> |
| <b>Graduation/Promotion Requirements</b>                      | <b>page 30</b> |
| <b>Gym Policy</b>                                             | <b>page 33</b> |
| <b>Hall Passes</b>                                            | <b>page 21</b> |
| <b>Hazing</b>                                                 | <b>page 33</b> |
| <b>Health Services</b>                                        | <b>page 33</b> |

|                                              |                |
|----------------------------------------------|----------------|
| <b>Homecoming</b>                            | <b>page 36</b> |
| <b>Honor Roll</b>                            | <b>page 36</b> |
| <b>Immunizations</b>                         | <b>page 35</b> |
| <b>Independent Study</b>                     | <b>page 36</b> |
| <b>In-School Suspension</b>                  | <b>page 17</b> |
| <b>Internet Policy</b>                       | <b>page 21</b> |
| <b>Items Inappropriate for School</b>        | <b>page 19</b> |
| <b>Lockers</b>                               | <b>page 37</b> |
| <b>Lost and Found</b>                        | <b>page 37</b> |
| <b>Make-Up Work</b>                          | <b>page 7</b>  |
| <b>Medication</b>                            | <b>page 35</b> |
| <b>Mission Statement</b>                     | <b>page 4</b>  |
| <b>Motor Vehicles</b>                        | <b>page 37</b> |
| <b>National Honor Society Membership</b>     | <b>page 37</b> |
| <b>Office Business</b>                       | <b>page 38</b> |
| <b>Organizational Meetings</b>               | <b>page 38</b> |
| <b>Out-of-School Suspensions/Expulsion</b>   | <b>page 17</b> |
| <b>Personal Items</b>                        | <b>page 26</b> |
| <b>Phone Calls</b>                           | <b>page 39</b> |
| <b>Phone System</b>                          | <b>page 39</b> |
| <b>Professional Learning Comm. (PLC's)</b>   | <b>page 39</b> |
| <b>Public Displays of Affection</b>          | <b>page 8</b>  |
| <b>Qualified College Admissions</b>          | <b>page 39</b> |
| <b>School Closing</b>                        | <b>page 40</b> |
| <b>Senior Trip</b>                           | <b>page 41</b> |
| <b>Sexual Harassment</b>                     | <b>page 42</b> |
| <b>Short Term Suspensions</b>                | <b>page 17</b> |
| <b>Sign-Out</b>                              | <b>page 43</b> |
| <b>Site Council</b>                          | <b>page 40</b> |
| <b>Suspensions or Expulsions</b>             | <b>page 17</b> |
| <b>Truancy</b>                               | <b>page 8</b>  |
| <b>U.S.D. Official Directory Information</b> | <b>page 43</b> |
| <b>Valedictorian and Salutatorian</b>        | <b>page 43</b> |
| <b>Visitors</b>                              | <b>page 43</b> |
| <b>Weapons and Dangerous Instruments</b>     | <b>page 20</b> |
| <b>Welcome Page</b>                          | <b>page 3</b>  |
| <b>Withdrawal Procedure</b>                  | <b>page 43</b> |

## **Welcome to Madison Jr./Sr. High School**

It is my pleasure to welcome you to the start of the 2025-26 school year. I hope that you have had a relaxing and enjoyable summer and are now ready to begin another exciting school year. On behalf of the staff at Madison Jr./Sr. High School, I want to welcome you to Madison Jr./Sr. High School.

Please take a few moments to look and read through this document. This handbook is not designed to be a comprehensive explanation of all board policies, but to serve as a guide as to the general operations of Madison Jr./Sr. High School.

We have a dedicated staff of educational professionals who are dedicated to helping you receive a quality educational experience during your junior high and high school careers. I hope that you are prepared to work hard as we work together to make this year one of the best ever at Madison Jr./Sr. High School.

We have just completed our ninth year of the PreK-12 1:1 initiative. This year, we are transitioning to Chromebooks for 7th through 12th graders to utilize in their educational learning. With the increase in enrollment in dual credit (college courses), it became critical for our juniors and seniors to have a device to assist in their learning. The USD #386 1:1 initiative immerses our students in a technology-rich instructional environment to become effective users and communicators of information in order to function in a technological society.

Madison-Virgil USD #386, 1500 SW Blvd., PO Box 398, Madison, KS 66860 does not discriminate on the basis of sex, religion, color, national origin, ancestry, handicap/disability or age. Persons who have inquiries concerning Madison-Virgil USD #386 compliance with Title VI, Title IX, Section 504, Americans with Disabilities Act, and the Age Discrimination Act may contact Dallas Woolf, Superintendent, 1500 SW Blvd, Madison, KS 66860, (620) 437-2910.

This handbook is an official publication and students are responsible for the information contained within. This handbook has been approved by the USD #386 Board of Education on 8/11/2025.

### **USD #386 Madison-Virgil Mission Statement**

The mission of USD #386 is to challenge and assist each individual student in a safe learning environment; educate and empower all students with the necessary academic and social skills; and develop responsible, respectful, caring citizens who will become life-long learners.

### **Madison High School Mission Statement**

The mission of Madison High School, in order to assure students opportunities to live well adjusted, productive lives in our changing world, is to afford our students training in the areas of technology, academics, social skills, citizenship, and in developing a positive self-image.

**Madison High School Fight Song**

On you Bulldogs, On you Bulldogs,  
We will win this game.  
Grit your teeth and clench your fist, dawgs,  
We will do the same. RAH! RAH! RAH!

You can do it, see you through it,  
Fight, dawgs, win this game.  
Fight, dawgs, with all your might,  
For high school fame.

**“Alma Mater”**

Loyal and true  
We pledge allegiance to you.  
This is our motto:  
We are all for one  
And all for Alma Mater.

Here's to our school  
And long on high may she rule.  
Forevermore, you will find us  
Always loyal and true.

**School Colors**

Black and Gold

**Board of Education**

Justin Isch  
Janette Luthi  
Dallas Luthi  
Ty Gaines  
Amy Hind  
Jennifer Watts  
Kristy Johnson, Clerk

**USD #386 Board of Education Office**

Dallas Woolf, Superintendent  
Kristy Johnson, Clerk  
Kristan Dean, Treasurer

### **Madison Jr./Sr. High School Faculty**

|                            |                            |
|----------------------------|----------------------------|
| Principal                  | Dallas Woolf               |
| 7-12 Science/A.D.          | Justin Redeker             |
| 10-12 English              | Martie Helm                |
| 7-12 Math                  | Jenn Boles                 |
| JH/HS Social Studies       | Mark Adams                 |
| HS Social Studies          | Nathan Teichgraeber        |
| Business, Computers        | Dallas Thompson            |
| 7-9 English                | Tabitha Cowley             |
| JH/HS FACS                 | Jenn Boles, Tabitha Cowley |
| 7-12 Math                  | Macy Smith                 |
| Physical Education, Health | Zachary Nuessen            |
| Art                        | Sabina Bolinger            |
| Band and Vocal Music       | Thomas Scott               |
| Counselor                  | Carolyn Davis              |
| Gifted Facilitator         | Ana Heil                   |
| Adaptive Special Education | Tara Rockhill              |
| 7-12 Agriculture Education | Gavin Isch                 |

### **Bell Schedule**

#### **Regular Schedule – Schedule A**

First Bell 8:00 a.m.  
Warning Bell 8:07 a.m.  
1st Hour: 8:10-9:00 a.m.  
2nd Hour: 9:04-9:54 a.m.  
3rd Hour: 9:58-10:48 a.m.  
4th Hour: 10:52-11:42 a.m.  
5th Hour: Lunch Period 11:45 - 12:13 p.m.  
6th Hour: 12:18 - 1:08  
7th Hour: 1:12 - 2:02 p.m.  
8th Hour: 2:06 - 2:56 p.m.  
Study Hall: 3:00 - 3:25 p.m.

Buses Depart 3:30 p.m.

### **Academic Dishonesty**

Plagiarism and cheating in the classroom are viewed as unacceptable at Madison Jr./Sr. High School. Individual policies and consequences for cheating or taking credit for another's ideas or work will be made clear by each teacher. Punishment **could** include, but is not limited to, loss of credit for the assignment, loss of credit for that class, and/or disciplinary measures such as detention or even suspension. Repeated incidents of plagiarism or cheating could result in more severe action being taken. Any incident of plagiarism or cheating will be dealt with at the discretion of the classroom teacher and may or may not involve the administration.

Plagiarism is defined as the practice of taking someone else's words, work, or ideas and passing them off as your own. This includes the use of AI sites such as ChatGPT. AI usage is only permitted under the express supervision of the teacher. To combat plagiarism in the classroom, Madison Jr./Sr. High School has implemented use of a plagiarism/AI checking website and a school-wide plagiarism policy. Instances of Plagiarism will be tracked through a mutual Google doc.

- 1st Offense: Warning. Call home and speak with parents and the assignment will be redone.
- 2nd Offense: Call home and student must redo assignment at maximum 70% credit
- 3rd Offense: The assignment grade is and will remain a 0. This is the penalty for all further offenses.

### **Activity Bus**

Students are expected to ride the activity bus to and from any activity. However, in some instances it is permissible for parents to request that their child be allowed to ride home with them. Since the school is responsible for each student's safety, no one except parents or someone designated by the parents will be allowed to take a student home. In order to see that each student is accounted for at away activities, the parent/guardian will be required to fill out a release form. This will enable them to take their child home after the activity. This form can be filled out before every individual away activity or the coaches/sponsors will also have forms at the event. **Any special case must be reviewed by the administration prior to the activity.**

### **ANIMALS and PLANTS in the SCHOOL**

Persons bringing animals and plants into the school must receive prior permission from the supervising teacher and the building principal. Animals, including all vertebrates, invertebrates, and toxic plants such as poison ivy or sumac, may be brought into the classroom for educational purposes. Under no circumstances are animals to be transported on school buses. Domesticated animals must be inoculated against rabies at the student's expense before the student may bring such animals to school and animals must be adequately housed and cared for in screened cages. Handling of animals and plants by students must be on a voluntary basis. Only the teacher or students designated by the teacher are to handle the animals. Teachers must assume primary responsibility for the humane, proper treatment of any animal in the classroom. Teachers must be aware of federal and state laws regulating the handling of animals. (Cf. KSA 21-4310) If animals are to be kept in the classroom on days when classes are not in session, the teacher must make arrangements for their feeding, care and safety. All experiments using live animals must have prior approval of the principal. If a staff member or student has been bitten by an animal, the incident must be reported immediately to the school office by the supervising teacher. Principals are to assume responsibility to notify public authorities to have the animal impounded for observation. Principals will attempt to notify the parents.

### **Daily Announcements**

Morning announcements will be distributed daily. Students or student groups wishing to include announcements in the bulletins must have the announcement approved and signed by the head sponsor of the group or an administrator.

### **Attendance Policy**

Students are expected to be present and punctual for all their classes throughout the year. It is considered unlikely that a student can carry on school work satisfactorily in absentia. An absence count will start upon a student's first day of enrollment in class. Attendance at school sponsored events is not considered an absence. A parent should phone the school prior to the absence or on the day of the absence before 8:00 a.m.

Only the following will be counted as an Excused Absence:

- Professional appointments (doctor, dentist, etc.)
- Personal illness
- Death in immediate family
- Absences with prior approval

It is the parent's responsibility to contact the school if a student is absent from the first hour class. Absences are considered unexcused until parental contact is made. If a student is more than 15 minutes late to school, this will constitute an absence. If a student is late up to 15 minutes they will be considered tardy. There will be circumstances that may arise that will need special attention. Any student and their parents may request special consideration by contacting the principal prior to the absence.

### **Attendance Probation**

When a student accumulates 5 absences (not school related) in a semester, an attendance review will be performed by the school administration and/or student support specialist/counselor. Reasons for absences will be recorded at the time they occur.

At this time, the student may be placed on attendance probation. The parent and the student will be notified of this decision. Once placed on attendance probation, any future absences must be excused by a doctor's note, the school nurse, or an administrator. Failure to have the absence excused by one of these methods will result in the student receiving an unexcused absence.

Under the laws of the State of Kansas all students between the ages of seven and eighteen years (twenty-one for special education students) must be in regular and continuous attendance at school unless lawfully excused. The law in Kansas (K.S.A. 72-1113) states that students are truant when they are inexcusably absent for three (3) consecutive school days or five (5) or more school days in one semester, or seven (7) days in a school year.

### **Finals Policy**

It will be up to teacher discretion as to whether or not to give a final, however, a student final will not be worth more than 10% of their semester grade in any class.

### **Make-Up Work**

1. Make-up work is due within two days after returning to school (some exceptions may be made).
2. A grade of Incomplete is given for make-up work not completed as required by the teacher. Any incomplete grade that is not made-up by the end of the second week of the next grading period will become an "F". Credit is given for a course only when all required work is completed. It is the student's responsibility to collect and complete all make-up assignments.
3. **Students who are absent due to a school activity may be requested to turn their assignments in before leaving for the activity to receive full credit if the teacher requests it.**

### **Public Displays of Affection**

Public displays of affection are not permitted. Hand holding is acceptable.

### **Truancy**

Truancy is defined as having 3 unexcused absences in a row, 5 in a semester, or 7 in a year. The procedures of K.S.A. 72-1113 will be followed in reporting a truant student to the County Attorney.

### **Activities – Extracurricular**

The activities program is designed to offer opportunities for exploring, developing, and widening the student's range of interests and to help the student develop leadership and poise. Participation in extracurricular activities enables students to learn how to better plan and work with others. Students who represent the Madison Schools in activities are expected to be the best examples of the youth of our school and community at all times. At events, both home and away, students are expected to maintain standards of conduct which will reflect well upon themselves, their community, and their school. Any student who participates in out-of-town activities is encouraged to go and return with the group. Personal contact by the parent **must** be made with the sponsor of the group for exceptions to this ruling or administrative approval must be communicated to the sponsor. (See Activity Bus)

All clubs will have a constitution on file, a list of officers, and a membership roster. Clubs may meet during the lunch period, the scheduled activity periods or at night. All meetings must be approved by the administration. It is best to schedule events for the entire year at an early meeting. Starting and ending times are to be approved by the administration. If an organization and sponsor permit outside guests, the guest's name and the student who invited him/her must be logged in the office. References may be contacted to determine if the invited guest is a student in good standing at their current educational institution. The guest will be expected to conform to the same regulations of appearance and behavior as Madison High School students. Students are not allowed to leave parties and return without the express permission of the sponsor.

All service projects and fund-raising activities must be approved by the sponsor and administration prior to the event being placed on the school calendar. The financial accounting of all school clubs and activities is done by the principal's secretary. All money must be turned in to the office for safe-keeping. **No funds should be kept in lockers or classrooms.** At the end of the fund-raiser, all money is to be deposited with the secretary and a receipt obtained. Withdrawals are made only by filling out a purchase order signed by the club's treasurer or sponsor. Only then will a check be issued by the principal's secretary. No student is to make any purchase or make any charges to the school district or school organization without a purchase order approved by the sponsor and administrator. Purchases made without prior authorization will become the student's responsibility. Receipts **must** accompany requests for reimbursement. At the close of each month, the activity account balances will be posted, and it is important that the treasurer of each organization reconcile their account balances monthly.

### **Athletic/Activities Participation**

Any student may participate in extracurricular activities provided he/she meets the requirements of the Kansas State High School Activities Association (KSHSAA) and the requirements of Madison Jr./Sr.High School. To be eligible to compete in a high school interschool activity, a student must be currently enrolled in five new subjects, have passing grades in at least five subjects for the preceding semester, as well as have a current physical, parent authorization, signed concussion form, and emergency treatment forms on file.

Students must achieve a passing grade in EVERY academic subject they are enrolled in. Eligibility will be determined each Friday at 1:00 PM and run from the following Monday-Friday. Failure to pass all subjects will render the student on probation for the following week, Monday through Sunday. If a student fails any class two weeks in a row (not necessarily the same class), the student becomes ineligible the following week or until he/she is passing all classes. Students on the ineligible list are still eligible to participate in band and vocal music performances where a class grade is given.

KSHSAA Rule 14 states the following: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

All students participating in extracurricular activities are required to have a current physical examination and concussion form on file at the school.

Students must arrive by noon to participate in school activities or practice. School activities might include, but are not limited to the following: school parties, plays, and inter school activities such as athletic contests, music contests (unless it is part of the class grade), speech contests, quiz bowl, etc. An exception to this might be made for an absence other than illness. This would include funerals, doctor appt., etc. Parental contact with the administration must be made in advance before granting permission to the student to participate in a school activity.

## **Collaborating for Academic and Personal Success (CAPS)**

### Goals

1. Improve student academic success through improving grades by support and accountability.
2. Improve student personal success through education and support in regards to social behavior and communication.

### Action Steps

- Run eligibility Friday—let them know they are failing a class on Friday during the 8th period. This way, they know they are to attend Bulldog Boost starting the next Monday. They go to Bulldog Boost Monday through Friday the following week after they have an F whether or not they have F's. (For example, a student has an F when eligibility was run on Friday, the student is informed on Friday, they do their homework over the weekend and are now passing everything on Monday—IT DOESN'T MATTER, THEY STILL MUST ATTEND BULLDOG BOOST that week)
- Meetings with Students--Protocol/discussion items--why they are in CAPS, "What can we do to help?"-- how to get out of CAPS, what are the consequences for failure to improve (FTI) or get out of CAPS
- Protocol for communicating (to students, for students with teachers, and with parents)--students are notified on Friday--parents are emailed or called on Friday--students are expected to stay unless they are told otherwise or their parent has contacted Mr. Woolf at [dwoolf@usd386.net](mailto:dwoolf@usd386.net) or called the school at (620) 437-2909
- If an absence from Bulldog Boost is not "cleared" with "the school", it will be an unexcused absence and go towards truancy

If a student is in Bulldog Boost, they can go to sports practice after Bulldog Boost is over.

If ineligible, they can't leave school early for an event.

If ineligible and the event is after school, they may go, just NOT participate. This is up to the sponsor/coach/teacher.

## **Athletic Uniform and Equipment Policy**

Any athletic uniform or equipment is the responsibility of the person to whom it is issued or loaned. Restitution for loss or negligent damage to a uniform or equipment will be assessed.

## **Band Uniform and Instruments**

Each student checking out a band, twirler, or drum major uniform shall be responsible for its proper care and return (in good condition) to the band director at the end of the school year. No alterations are to be made to any uniform by the student or parents without permission of the band director. Students are responsible for cleaning during the school year; the school pays for summer cleaning. The student will be charged for any part of the uniform lost or damaged. The uniform will be worn only at such times as the band director requests. The appropriate dress for

various events will be determined by the band director. Any student playing a school-owned instrument, rather than renting or purchasing his/her own, will pay a \$50.00 annual fee. Any student having his/her own instrument, but playing a school-owned instrument at the instructor's request, will not pay the \$50.00 fee. Percussion players will not be charged an annual fee. However, the student will be expected to pay half of the repair costs for any damages as a result of misuse, which will be determined by the instructor. Each student checking out a school-owned instrument, shall be responsible for its safe and proper care, and must return it in good condition to the band director at the end of the school year.

### **Before and After School**

Students should not arrive at school prior to 7:30 a.m. Early arrivals must go directly to the commons area and remain there until the 8:00 a.m. bell. Students may put away band instruments and/or athletic equipment upon entering the building. After school, any student not having business to conduct will leave the building by 3:35 p.m.

### **Bullying**

#### **USD 386 Bullying Plan**

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 386 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, "parent" includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a "staff member" means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

### **Additional Information regarding bullying**

School-wide rules against bullying:

- We will not bully others.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know somebody is being bullied, we will report it.

Any student who bullies at school, on school property, or at any school-sponsored event will be subject to disciplinary measures ranging from detention time to suspension. Bullying of employees or students in the district by board members, administrators, certified and support personnel, students, vendors and any other persons having business or contact with the school district is strictly prohibited. It is also a violation of the board's policy for any employee to

discourage a student from filing a complaint and for any supervisor to fail to investigate complaints in a timely manner. Any student who believes that he or she has been subjected to bullying should discuss the problem with his/her principal, student support specialist/counselor, or another certified staff member. Strict confidentiality shall be maintained throughout the complaint procedure. Students' can also report bullying via the anonymous reporting link on the school website.

### **Citizenship/Sportsmanship Code**

#### **Rule 52 Citizenship/Sportsmanship**

The concept of "sportsmanship" must be taught, modeled, expected, and reinforced in the classroom and in all competitive activities. Therefore, all KSHSAA members stand together in support of the following sportsmanship policy.

**PHILOSOPHY** - Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of **SPORTSMANSHIP** and teamwork. They are an opportunity for coaches and school staff to teach and model SPORTSMANSHIP, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of SPORTSMANSHIP for the youth as respected representatives of society. Sportsmanship is good citizenship in action!

**ALL ACTIONS are to be FOR, NOT AGAINST; POSITIVE, NOT NEGATIVE OR DISRESPECTFUL!** Sportsmanship is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarifications:

- a. Be courteous to all. (participants, coaches, officials, staff, and fans)
- b. Know the rules, abide by and respect the official's decision.
- c. Win with character and lose with dignity.
- d. Display appreciation for good performance, regardless of the team.
- e. Exercise self-control and reflect positively upon yourself, team, and school.
- f. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

### **School Lunch**

Students may either eat a hot school lunch or bring lunch from home. If a student must eat at home for medical reasons, a written request must be given to the administration from a physician. Anyone preferring a salad instead of a hot lunch **must** sign up in the office before 9:00 a.m. Lunch money paid will go into a family account and when your family's balance reduces to \$5, students will receive a notice to take home. Refunds may be made upon parental request. All ala carte items must be purchased with cash.

It is important that students do not sign up for lunch at school when they will not be eating a school-provided lunch. No one may enter the locker rooms and students should remain in the

cafeteria or breezeway as described above unless first receiving permission from the teacher on duty.

### **Code of Conduct – Discipline Policy**

The purpose of discipline is to help students develop self-control with due respect for self, peers, property and constituted authority. Good discipline is extremely important to the whole community and especially the educational process, and is a vital factor influencing the quality of education students receive. To promote a safe, secure, and quality educational atmosphere, the following procedures have been instituted:

The Madison Jr./Sr. High School policy is made up of escalating consequences. Repeated student behaviors will result in escalated levels and in disciplinary action taken. Administration reserves the right to classify infractions as necessary and notes this is not an all inclusive list of possible infractions. The violations of policy are cumulative throughout the school year. Items with a (\*) indicate that a report will be filed with law enforcement. (Chart is printed on Page 16)

| <b>Level 1</b>                          | <b>Level 2</b>                          | <b>Level 3</b>                          | <b>Level 4</b>                                                                                                | <b>Level 5</b>                                                                                                                                         | <b>Level 6</b>                                                                                                |
|-----------------------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Tardies                                 | Integrity Issues                        | Unexcused Absences                      | Threats/Threatening Actions                                                                                   | *Possession or use of alcohol at school or at school functions                                                                                         | *Bomb Threat                                                                                                  |
| Dress Code Violation                    | Minor Vandalism                         | Skippping Assigned detention            | Actions which are disruptive to the school environment                                                        | *Possession or use of a controlled substance or simulated substance or drug paraphernalia as defined by the Controlled Substance Act of State Statutes | *Possession or use of firearms, knives, weapons, or destructive devices as defined in Kansas States Annotated |
| Inappropriate / Disruptive Behavior     | Skippping Class                         | Disruption of School Environment        | *Theft, attempted theft, and/or possession of stolen items                                                    | *Any unauthorized use, possession, or disbursement of prescription or non-prescription medicine or drugs.                                              | *Unsafe acts                                                                                                  |
| Refusing a reasonable request           | Leaving campus w/o permission           | Violation of Cell Phone Policy          | Willful disobedience, open defiance, angry/confrontational behavior, and/or disrespectful to one in authority | *Fighting; Physical Assault (can also be considered Level 6)                                                                                           | *Intent to Sell or Distribution of narcotics                                                                  |
| Leaving class w/o permission            | Issuing fake note/fake call             | *Possession of Tobacco Products         | *Sexual Misconduct, Sexual Harassment, Lewd Behavior                                                          | *Physical Bullying                                                                                                                                     | *Unlawful entry into any district owned building                                                              |
| Violation of Authorized User Agreement  | Inappropriate illustrations/literature  | Repeated School Violation               | *Possession or distribution of pornographic or profane material                                               |                                                                                                                                                        | *Battery and/or assault of staff member                                                                       |
| Roaming                                 | Verbal and Non-Verbal Bullying          | Physical Bullying                       | Racially instigative comments or actions                                                                      |                                                                                                                                                        |                                                                                                               |
| Inappropriate Language                  | Repeated School Violation               |                                         | *Vandalism (includes cost of repair or replacement)                                                           |                                                                                                                                                        |                                                                                                               |
| Disrespect                              | Violation of Cell Phone Policy          |                                         | Instigative Behavior                                                                                          |                                                                                                                                                        |                                                                                                               |
| Unauthorized in building or after hours |                                         |                                         | *Possession of dangerous materials/instruments                                                                |                                                                                                                                                        |                                                                                                               |
| Parking lot violation                   |                                         |                                         | Gang related activity                                                                                         |                                                                                                                                                        |                                                                                                               |
| Bus Violations                          |                                         |                                         | Profanity towards faculty member                                                                              |                                                                                                                                                        |                                                                                                               |
| Violation of Cell Phone Policy          |                                         |                                         | Physical Bullying                                                                                             |                                                                                                                                                        |                                                                                                               |
|                                         |                                         |                                         | *Use of Tobacco Products                                                                                      |                                                                                                                                                        |                                                                                                               |
| <b>Consequences:</b>                    | <b>Consequences:</b>                    | <b>Consequences:</b>                    | <b>Consequences:</b>                                                                                          | <b>Consequences:</b>                                                                                                                                   | <b>Consequences:</b>                                                                                          |
| Refocus or Detention                    | Refocus or Increased Detention Time     | In School Suspension                    | Out of School Suspension (1-5 days)                                                                           | Out of School Suspension (3-10 days)                                                                                                                   | Rec Long Term Suspension and report to law enforcement                                                        |
| Bus Suspension                          | Loss of Privileges determined by admin. | Loss of Privileges determined by admin. | Loss of Privileges determined by admin.                                                                       | Loss of Privileges determined by admin.                                                                                                                | Rec: Expulsion 186 Days                                                                                       |
| Loss of Privileges deter. by admin.     | In School Suspension                    | Out of School Suspension (1-5 days)     |                                                                                                               | Possible Rec for long term suspension                                                                                                                  |                                                                                                               |

### **Detention**

Students may be assigned an after school detention for minor classroom infractions or failing to complete homework assignments. Detention time can consist of, but is not limited to:

- a. learning activities
- b. assisting teachers
- c. secretarial work

Students will have one week (5 school days) to complete their detention assignment. Detentions will be served before or after school with a classroom teacher if the detention was assigned by the teacher. Detentions assigned by administration may be served in the office or with a teacher which must be approved by administration. All detentions must be served in 30 minute increments.

**The STUDENT IS HELD RESPONSIBLE FOR NOTIFYING THEIR PARENTS AND PROVIDING THEIR OWN TRANSPORTATION.** Any detention not served will result in an In-School Suspension.

### **In-School Suspension**

In-School Suspensions require a student to report to the office upon their arrival on the day of their In-School Suspension. Students are required to serve their In-School Suspension in a location designated by school administration. Students are expected to complete homework assignments and/or read during their time in In-School Suspension. Disruptive behavior or non-compliance could result in the student receiving an Out-of-School Suspension. All work missed during ISS is credit eligible. Additionally, students remain eligible to participate in extracurricular activities and practices on the day of their In-School Suspension.

### **Out – of – School Suspension / Expulsion**

#### **(Pursuant to KSA 72-8901 et seq., as amended by House Bill No. 2746)**

The suspension and expulsion regulations of Madison-Virgil USD #386 apply to all school sponsored activities including both curricular and extracurricular. A student may be suspended for infraction of rules and policies of USD #386 schools. Students who are under suspension from school or whose character or conduct brings discredit to the school will not attend or participate in extracurricular activities sponsored by the district. Note: Term of suspension means 12:01 a.m. of first day of suspension through midnight of last day of suspension (including weekends). Assignments missed during the suspension are credit-eligible and students are expected to complete all work missed as a result of the suspension. A suspension may be for a short term not exceeding ten (10) school days or for an extended term exceeding ten (10) school days. When an extended-term suspension or expulsion is recommended, a proposal to suspend or expel shall be given to the student and parents/guardians. A formal hearing will be held before the USD 386 Hearing Committee. If a student has been suspended for an extended term or expelled for an extended term, one of his parents/guardians may appeal such a suspension or expulsion to the Board of Education by filing a written notice of appeal with the clerk of the Board of Education not later than ten (10) calendar days after receiving the written notice.

*Kansas Statutes Annotated Article 89 Suspension and Expulsion of Students 72-8901. Grounds*

*for suspension or expulsion; who may suspend or expel.* The Board of Education extends its authority to suspend and expel any pupil or student to the following certified personnel:

1) Superintendent

2) Principal

The principal, at the beginning of each school year, shall file with the superintendent, in writing, the names of two certified staff members, other than counselors, whom the principal recommends be designated by the Board of Education and authorized to make suspensions and expulsions in the absence of the principal. The superintendent shall report to the Board of Education the names of the persons so recommended for such authority, and if the Board approves, it shall designate such persons and grant them such authority by motion duly passed and noted in the minutes of the Board meeting.

### **Short-Term Suspension**

A short term suspension may be imposed on a student by a school administrator or principal's designee. No suspension for a short-term shall be imposed upon a student without giving such student notice of the charges against him or her. Such notice may be oral or written and the following informal process includes the following due process for students: 1) The right of the pupil to be present; 2) the right of the student to be informed of the charges against him or her and the basis of the accusation; and 3) the right of the student to make statements in defense of the charges or accusations. A short term suspension may be imposed upon a student without such student or their guardians having a formal hearing if the presence of such student endangers other persons or property or substantially disrupts, impedes, or interferes with the operation of the school. A written notice of any short term suspension including the reason for suspension will be provided to the student and/or his or her guardians. In the event the student has not been afforded an informal hearing prior to a short term suspension, an informal hearing shall be provided as soon as it is possible, but no later than seventy-two (72) hours after the short term suspension has been imposed. All students recommended for expulsion shall first be assigned a short term suspension leading up to the formal expulsion hearing.

### **Terms of Suspension and Expulsion**

A suspension may be for a short term not exceeding ten (10) school days or for an extended term not exceeding ninety (90) school days. The principals, or their designees, of all schools of USD 386 are hereby authorized by the Board of Education to impose short term suspensions that do not exceed ten (10) school days. The principal, or their designee, may recommend a pupil or student for a long term suspension or expulsion. Any recommendation for long term suspension or expulsion is made to the Suspension and Expulsion Committee and a formal hearing is held.

### **Emergency Safety Interventions**

See Board Policy GAAF.

## **Extended Term Suspension or Expulsion**

Any such notice of a proposal to long term suspend or expel a student shall state the time, date, and place the student shall be afforded a hearing by the Suspension and Expulsion Committee. Such date shall not be later than 10 days after the date of the notice. Said notice shall be accompanied by a copy of the Kansas Statutes and this regulation and any other regulation of the Board of Education of Unified School District 386, adopted under K.S.A. 72-8903.

### **Drug Dog Searches**

The Greenwood County Sheriff's department will provide drug dog searches.

USD 386 will request to have drug searches carried out in all district buildings and grounds. The drug searches will not be announced and will be held in cooperation with the Greenwood County Sheriff's department and/or the Kansas Highway Patrol. Drug dogs may be utilized in all drug search requests.

The following procedure will be followed during the drug searches:

1. Building principals will determine a date for a drug search and make a formal written request to the Sheriff's department or to the Kansas Highway Patrol to bring in the Police Dog Search Squad. The drug searches will be planned to cause as little disruption to the normal school routine as possible.
2. The Sheriff's department may provide a juvenile intake worker to assist in any possible dealings with students and all search personnel to provide a safe, legal, and thorough search of the school.
3. USD 386 staff members will be assigned to assist the drug search team. USD 386 staff members shall not be active participants of the search team activities.
4. USD 386 staff members will contact the student and their parent(s)/guardian(s) prior to the search of the student's possessions or school items checked out to the students.
5. The building principal will provide a room for law enforcement officials to visit with or question students. Notice will be provided to the family prior to allowing law enforcement to question students. USD 386 staff members will be present during these sessions.
6. The primary areas of search include, but are not limited to, the following: hall lockers, physical education lockers, shop lockers, band room instrument storage, restrooms, parking lots, and two unannounced classrooms.
7. The building principal will utilize lock-down procedures which include making a public address announcement on the day of the drug search. The announcement will instruct/remind students to remain in the classrooms they are currently attending. The bell system will be turned off during the search. No one is to leave any room after the announcement is made. Teachers shall keep all students in the classrooms until dismissed by the principal. Emergency requests to leave the room shall be cleared through the principal.
8. Teachers will be instructed to report unusual student reactions during the time students are held in rooms, i.e. nervousness, requests to leave the room, student leaving the room.

9. Random classroom searches may be done. Students will be instructed to leave the room with all personal belongings left behind. A staff member will remain in the search room while students are gone and the search is in progress. The principal will designate which room students will be taken to during the search. The drug search team will not be taken to the classroom until students are out of the adjacent hall areas.
10. The law enforcement officials will be responsible for contacting the parent(s)/guardian(s) of a student before questioning the student regarding the findings of the search.
11. The building principal may take school disciplinary actions toward a student after the law enforcement officials have determined the student's involvement with drugs.
12. The principal will make a report to the superintendent which lists the search activities, individuals involved, rooms and areas checked, findings of the search, time and duration of the search, names of the students questioned or charged and the disciplinary action taken toward the students.

### **Items Inappropriate for School**

It is inappropriate and a violation of school policy for students to possess and/or use any one of the following items: laser pointers, lighters, matches, knives, prank items, chains, spikes, dice, toy weapons, pets, water guns (this is not an all inclusive list). Inappropriate items will be confiscated and appropriate disciplinary action will be taken. Student owned equipment that has been lost or stolen will not be the responsibility of staff or administration. Unusual items needed for student presentations must be checked in and approved by administration.

### **Student Drug Abuse**

The possession, use, distribution, and/or sale of alcoholic beverages, drugs, drug paraphernalia (except as medically prescribed), and/or other controlled substances by pupils is prohibited on school property or in school buildings or at school sanctioned events. When a pupil exhibits behaviors that may indicate the use of any illegal drug (alcoholic beverages, drugs, or other controlled substances) the school will document such behaviors, confront the pupil and his/her lawful custodian(s) with the documented evidence, and recommend:

1. The pupil and lawful custodian(s) enter into a contract with the school to modify the inappropriate behaviors;
2. The pupil be considered for enrollment in a diversion program in lieu of consideration for formal treatment; or
3. The pupil be taken for an intake evaluation or assessment by a qualified alcohol and drug treatment agency.

**Students are prohibited from possessing, using, and selling any tobacco products (cigarettes, chewing tobacco, electronic cigarettes, etc.)** in addition to a controlled substance and unauthorized use of prescription/nonprescription drugs and alcohol, on school property, or at any school related activity at home or away.

Appropriate disciplinary action will be taken against pupils who violate this prohibition. Proper use of a drug prescribed by a licensed physician is permitted if used as prescribed, a completed medication consent form is on file, and medication is held in the school office. The complete B.O.E. policy pertaining to this subject is found at JCDA, JCDAB, JCDAC, and JCDAC-R in the Policy Handbook and is applicable to all students.

### **Weapons and Dangerous Instruments**

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### **Weapons and Destructive Devices**

As used in this policy, the term “weapon” and/or destructive device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or similar device;
- any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### **Penalties for Possession**

Possession of a firearm or other weapon shall result in expulsion from school for a period of one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis. Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent’s designee. Students violating this policy shall be reported

to the appropriate law enforcement agency (ies) and if a juvenile, to DCF or the Commissioner of the Juvenile Justice.

### **Internet Policy**

#### **Children's Internet Protection Act (CIPA) Safety Plan**

##### **Goals:**

It is the policy of USD 386 to take the following technology protection or other specified measures in order to better protect our district students from harmful online and electronically transmitted content:

- install blocks or Internet filters to the district network in order to limit access by both minors and adults to child pornography and visual depictions or materials that are obscene, inappropriate, or harmful to minors and/or the transmission thereof;
- monitor the online activities of students while at school, at school sponsored activities, or while utilizing the district's network, computer system, computers, e-mail system, or electronic devices having access to the Internet;
- address issues related to the safety of students when using e-mail, chat rooms, and other electronic communication;
- educate students about appropriate on-line behavior, including interacting with other individuals on social networking websites and in chat rooms as well as on cyberbullying awareness and response;
- hinder unauthorized access (hacking) and other unlawful on-line activities by students; and
- prevent unauthorized disclosure, use, or dissemination of personal information regarding minors, which shall include, but may not be limited to, personally identifiable information contained in student records; and
- comply with the Children's Internet Protection Act.

##### **Access to Inappropriate Material**

To the extent practicable, technology protection measures or Internet filters shall be used to block or filter the Internet or other forms of electronic devices from accessing child pornography as well as obscene, inappropriate, or harmful material given the age and maturity levels of district students. It is the district's goal to implement and enforce technology protection measures under this plan in such a way as to ensure no minor has access to visual depictions that are child pornography, harmful to minors, or obscene.

Subject to administrative approval, technology protection measures may be minimized only for bonafide research or other lawful purposes that are closely monitored by district staff.

## **Inappropriate Network Usage**

To the extent practicable, steps shall be taken to promote the safety and security of users of the district's on-line computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, in accordance with CIPA, measures to prevent inappropriate network usage shall include frequent monitoring of the District's network, computer systems, and equipment to detect any unauthorized access to prohibited materials as described earlier in this plan, hacking, and other unlawful activities by students or staff members. Such monitoring shall also strive to detect unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

## **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the District's staff to educate, supervise, and monitor appropriate usage of on-line computer network access to the internet in accordance with this policy and CIPA. If, during the course of such monitoring, a student or staff member discovers a violation of this policy, the student or staff member shall make a report as follows:

Students shall report suspected violations of this policy to any classroom teacher.

Staff members shall report suspected violations of this policy to their immediate supervisor when possible.

## **Disciplinary Measures**

The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

## **Adoption**

This Children's Internet Protection Act Safety Plan was adopted by the Board of USD 386 at a public meeting, following normal public notice and a hearing, on Monday, August 12<sup>th</sup>, 2013.

The following agreement for acceptable use of computer networks, including the Internet, shall apply to the 2025-2026 school year. An Authorized User Agreement (AUA) must be on file for user access to computers attached to the district network. Independent access is defined as a person at the keyboard manipulating browser software or electronic email without direct supervision.

## **Use of District Computers (See also Board Policy IIBG)**

Computer systems are for educational and professional use only. All information created by staff and students shall be subject to unannounced monitoring by district administrators. The district retains the right to impose on any student disciplinary measures that may include suspension or expulsion and to impose upon any employee disciplinary measures that may include termination for a violation of this policy. Users have no expectation of privacy in the contents of their personal files and records of their online activity while on the system. Routine maintenance and

monitoring of the system may lead to discovery that the user has or is violating the Internet Use Policy. An individual search may be conducted if there is reasonable suspicion that a user has violated the law or regulations.

### **Installation**

No software, including freeware or shareware, may be installed on any district computer until cleared by the technology manager. The technology manager will verify the compatibility of the software with existing software and hardware. Software installed on district computers must comply with copyright laws.

### **Hardware**

Users shall not install unapproved hardware on or connect it to district computers, or make changes to software settings that support district hardware. Users will not perform repairs or personalize any computers, networks, printers or other associated equipment or software including browser settings, without prior approval by the technology manager.

### **Student Emails**

Students in grades 5-12 will be assigned his or her own email account and will be allowed to send and receive email from approved senders (parents/guardian, and anyone within the domain and Apps for Education email system. Every attempt has been made to provide safe, secured student email; however, it is still the responsibility of users to follow all school rules, teacher directions, and procedures and to report any inappropriate use or material to school personnel.

### **The following uses of the system are considered unacceptable:**

(This is not an all-inclusive list. Users acknowledge that administrators will decide what appropriate use is and may take the appropriate action set forth by district policies.)

- a. Users must immediately notify a teacher or an administrator if they have identified a possible security problem.
- b. Users will not post personal contact information including, but not limited to personal, school or work address, telephone number, home e-mail address.
- c. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- d. Users will not engage in personal attacks, including prejudicial or discriminatory statements.
- e. Restrictions against inappropriate language apply to both public and private messages.
- f. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

- g. Users will not attempt to gain unauthorized access to the District network or to another computer system through the internet, or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files.
- h. Users will not attempt to disrupt the computer system or destroy data.
- i. Users will not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or in any way hinder the performance of any computer or software.
- j. Users will not erase, rename, password-protect or disable any computer file, program or disk without permission.
- k. Users will not use the District system to engage in any illegal act.
- l. Users will not download music, freeware, shareware or applications without the authorization of the technology manager.
- m. Users will not conduct personal business such as sales, trading, etc.
- n. If users inadvertently access inappropriate information, they should immediately disclose the inadvertent access to a teacher, administrator or supervisor.
- o. Users will not bring food or drink into computer areas.
- p. No inappropriate websites (pornography, sites promoting alcohol or tobacco use, etc.).
- q. No chat rooms (Yahoo messenger, etc.).
- r. No Blog sites, games, or email - except with explicit teacher permission.

The use of USD 386 networks and the internet is a privilege, not a right. Inappropriate use may result in cancellation of privileges. I understand any violation of the district guidelines may constitute school disciplinary action and/or appropriate legal action. School officials, based on school policies and/or this user agreement, will designate what is inappropriate use. School officials may terminate access to the internet at any time.

( a) As used in this section:

- (1) "**Access**" means to instruct, communicate with, store data in, retrieve data from, or otherwise make use of any resources of a computer, computer system or computer network.
- (2) "**Computer**" means an electronic device which performs work using programmed instruction and which has one or more of the capabilities of storage, logic, arithmetic or communication and includes all input, output, processing, storage, software or

communication facilities which are connected or related to such a device in a system or network.

(3) **"Computer network"** means the interconnection of communication lines, including microwave or other means of electronic communication, with a computer through remote terminals, or a complex consisting of two or more interconnected computers.

(4) **"Computer program"** means a series of instructions or statements in a form acceptable to a computer which permits the functioning of a computer system in a manner designed to provide appropriate products from such computer system.

(5) **"Computer software"** means computer programs, procedures and associated documentation concerned with the operation of a computer system.

(6) **"Computer system"** means a set of related computer equipment or devices and computer software which may be connected or unconnected.

(7) **"Financial instrument"** means any check, draft, money order, certificate of deposit, letter of credit, bill of exchange, credit card, debit card or marketable security.

(8) **"Property"** includes, but is not limited to, financial instruments, information, electronically produced or stored data, supporting documentation and computer software in either machine or human readable form.

(9) **"Services"** includes, but is not limited to, computer time, data processing and storage functions and other uses of a computer, computer system or computer network to perform useful work.

(10) **"Supporting documentation"** includes, but is not limited to, all documentation used in the construction, classification, implementation, use or modification of computer software, computer programs or data.

(b) (1) Computer crime is:

(A) Intentionally and without authorization accessing and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;

(B) Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or

(C) Intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

(2) Computer crime is a severity level 8, nonperson felony.

(3) In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.

(c) (1) Computer password disclosure is the unauthorized and intentional disclosure of a number, code, password or other means of access to a computer or computer network.

(2) Computer password disclosure is a class A nonperson misdemeanor.

(d) Computer trespass is intentionally, and without authorization accessing or attempting to access any computer, computer system, computer network or computer software, program, documentation, data or property contained in any computer, computer system or computer network. Computer trespass is a class A nonperson misdemeanor.

### **Student Dress and Appearance**

The Board of Education believes that it has a responsibility to all students to ensure that the best possible learning situation exists at all times within the public schools of the district. The following regulations are hereby established in order to implement the policy of the Board of Education relating to student dress and appearance:

1. Students attending the schools of the district must be neat and clean in their appearance. Extreme styles of personal dress or other factors affecting appearance shall not be permitted.
2. Students whose appearance is considered to be improper or disruptive shall be asked by the administration to correct their appearance. Failure to comply with the administration's request shall subject the student to appropriate disciplinary action.
3. Students attending field trips and extracurricular activities will dress appropriately, as per the sponsor's request.
4. **Spaghetti strap tops are not to be worn at any time.** Tops that expose the midriff area are not appropriate.
5. Students are required to wear shoes.
6. Obscene lettering and/or art work on any item of clothing is not permitted.
7. Clothing that advertises drugs, alcohol, tobacco or illegal substances is prohibited.
8. No hats will be worn in the school building during the school day.
9. The administration is authorized to interpret these rules and regulations and to make such adjustments and/or revisions as they shall deem appropriate when special circumstances require.
10. The policy of the Board of Education and these regulations shall be reviewed on an annual basis by the Student Government of the Madison Jr./Sr. High School, and their recommendations shall be considered in each revision.
11. Any special circumstances that arise during the school year may call for adjustments in the dress code. If any student(s) would like a special consideration of dress, please check with the administration at least two days in advance.

### **Student Personal Items**

Students are encouraged not to bring valuables or money to school. The use of cell phones and other recording devices is prohibited in all restroom and locker room areas on USD #386 property. The use of these devices is also banned from any restroom or dressing room areas housing USD #386 students on trips off campus. Cell phones can not be used to exploit any student or faculty member of USD #386. (See Bullying Policy) A violation of this policy will be treated as a major violation. Law enforcement may be contacted for investigation of possible invasion of privacy or pornography. **Cell phones are not allowed to be used during school hours (7:30 a.m.-3:25 p.m.) with the following exceptions:**

- 1) **Students can use phones in the cafeteria prior to the 8:10 am bell.**
- 2) **Students can use phones in the cafeteria during their lunch period.**
- 3) **Students can use phones between class periods.**

#### **4) Students can use phones for classroom approved activities.**

Phones should be turned off or silenced when secured in your locker or in your possession. A student making or receiving calls or text messages in an unauthorized area or unauthorized time will face disciplinary action as follows:

- 1st violation: Student will be told to put the phone away if not being used in class activity.
- 2nd violation: Teacher may confiscate cell phone for the remainder of class.
- 3rd violation: Cell phone will be confiscated and taken to the office. Student may pick up the cell phone at the end of the day.
- 4th violation: Phone confiscated and parent/guardian notified. Parent/guardian must pick up the cell phone with possible loss of cell phone privileges.
- 5th violation: 1 day of ISS and student needs to turn in phone to the office every morning.

\*A cell phone may be off silent mode if deemed necessary by administration and based on a case by case basis.

#### **Additional Information**

For the purpose of the above description “cafeteria” shall be defined as follows: The lunch room including all tiled areas leading toward the office, the breezeway, and outside area students are authorized to be in before school or during their lunch period. In other words, once you reach the carpeted areas of the hallway, your cell phone needs to be put away and turned off.

#### **Code of Conduct – Uniform Training Guidelines**

In an effort to develop uniformity within our activities program, the following substance abuse policy will be enforced. We feel it is a privilege to participate in the Madison Jr./Sr. High School activities program. Students are expected to show self-discipline and control at all times. This policy will define substance abuse as the use of alcohol, drugs, or tobacco by any student during the school year.

**RULE:** During the school year, regardless of quantity, a student shall not: (1) use or possess a beverage containing alcohol or (2) use or consume, have in possession, buy, sell, or give away any marijuana or controlled substance or (3) use or consume, have in possession, buy, sell, or give away any type of tobacco. Since training rules are always subject to a lot of public opinion, it is extremely necessary to determine how violations will be addressed. Violations of the substance abuse policy shall be cumulative throughout the school year. If any student violates this rule and the violation is substantiated by a faculty member, school administrator, the student’s own admission, or other evidence presented, the following will occur:

**First Violation:** The student will lose eligibility for the next one (1) interscholastic event per each activity the student may be active in. The student also must receive some counseling in

substance abuse. This counseling will be determined by the principal, parents, counselor and head coaches/sponsors.

Second Violation: The student will lose eligibility in all activities for the remainder of the school year. In order to become eligible for activities for the next school year, the student must go through some sort of chemical dependency program at the expense of the individual or family. This completion will be determined by any professional substance abuse counselor and/or the principal, athletic director and school counselor.

If a source other than those previously listed signs a written statement about a student's violation of this policy, validity of the allegation will be screened, and if the information is substantiated, the appropriate action will be taken.

If a student enrolled in USD #386 is found to be in violation of Kansas statutes, district administrators are required to report these possible violations to appropriate law enforcement agencies for investigation and shall provide such factual information as may be available, consistent with Kansas law and the constitution of Kansas and the United States.

### Bona fide Student

KSHSAA Rule 14, Article 2

A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

### College Visitations

A senior may be excused to visit a college only after making arrangements with the counselor at least two days in advance of the visit. College visitations will NOT be allowed during the following times: at the end of a grading period or before or after a vacation. The only exception to this rule may be allowed if a special college day has been set up by the college for seniors.

**Seniors will be excused a maximum of three days for visitation, juniors will be allowed two days.** A "Request for Advanced Excused Absence" form procedure must be followed two days in advance. A written note or phone call from the parent must accompany the request. The counselor will assist in any way possible. Failure to properly complete the required procedures will result in an absence as opposed to a "college visit."

### Copies

Students requesting personal copies will be charged at the rate of 10 cents per page. (Take Out)

### Dances

Dances are held throughout the school year as social activities for MHS students. Class organizations and clubs may sponsor these activities. Students attending school dances will be

required to dress appropriately. Students leaving the dance may not return. Attendance at some dances is limited to MHS students. Some dances allow MHS students to bring approved “guests”. A “guest” is defined as one’s outside date to a school-sponsored dance. All dates must be signed up in the office prior to the activity. All guests are subject to approval by the administration and they may be required to fill out a guest contract. The date must be accompanied by the MHS student at the time of admission to the activity; some form of identification by the guest is required. Students must be in the 9th grade through age 20 to participate in these activities.

### **Dual Credit Courses**

Dual credit courses are defined as those where students are eligible to receive both high school credit and college credit. These classes are taken during the school day.

### **Driving Privileges**

The following rules apply 24 hours a day for all students, and violation may result in loss of driving privileges:

1. Careless driving.
2. Parking in the staff parking area.
3. Driving / Parking on the grass.
4. Possessing, smoking, drinking, or using drugs in a vehicle and/or on school grounds.
5. Going to the vehicle during school without permission.

These are just examples. Other misconduct with your vehicle could result in loss of driving privileges and be reported to law enforcement.

### **Early Graduation - (Board Policy JFCA)**

A student, who for educational and vocational reasons, wishes to graduate from high school in less time than the normal four-year grade 9-12 sequence, may request permission for early graduation. The student and parents shall consult the high school administrative and/or guidance personnel in order to develop a graduation plan.

The student shall request in writing to the board permission for early graduation with reasons supporting his/her plan and request. Examples of reasons to be given consideration are:

Hardship circumstances,  
Vocational opportunities,  
Enlistment in the military,  
College entrance,  
Pursuit of a continuous specialized education objective

A parent or legal guardian of the student must submit a letter in support of the student's request for early graduation, and such letter is to accompany the student's written request. The request letters to the board are to be submitted to the superintendent no later than six months prior to the anticipated completion of the required high school program.

The student must reasonably be expected to satisfactorily complete all state and local graduation requirements of subjects and credit units or their accepted equivalents in order for consideration to be given to any request.

Each request is to be determined by the board on the merits of the individual circumstances; one case shall not set a precedent for others.

### **Emergency Drills**

Emergency drills will be done in accordance with the Office of the State Fire Marshal.

### **Flint Hills Technical College Guidelines**

1. Tuition for the course is paid by the state.
2. All costs for books, fees, tools, additional expenses, club fees, and required clothing are the responsibility of the student.
3. The non-refundable deposit at the beginning of each semester is the responsibility of the student.
4. Any student missing more than 10 days per semester will not be eligible to attend the technical college the following year. Exceptions to this rule require a written request from the parents stating the circumstances that warrant an exception. The written request will be submitted to the principal prior to June 1 of the upcoming school year. The principal will present the request to the superintendent and board of education for consideration.
5. Any student receiving a grade of "D" or "F" at the Technical College for the semester will not be allowed to return to the technical college the next semester. Any Special Education student having a written IEP plan could be exempt from this grade policy.
6. Any student enrolled in FHTC must complete the school year for which they enrolled. They will not be allowed to withdraw at semester. Exceptions due to extenuating circumstances must be approved by the superintendent and/or B.O.E.
7. Transportation from Madison High School to the technical college is provided by the district. The student may drive his/her private vehicle with PRIOR permission of parent/guardian and high school administrator. Students must return to Madison High School by the start of 6th period.
8. Students are required to attend the technical college every day it is in session, including those days when USD #386 is not in session. **Please be aware the FHTC calendar is not the same as the USD #386 calendar.**
9. Guidelines are based on scores obtained on the placement test. **The counselor will schedule you for testing at the Technical College.**

### **Food and Beverages**

Food and beverages are not allowed in the classrooms without teacher permission. Administration reserves the right to ask any student to remove food or beverages from their locker should it pose a disruption to the educational process. Please see Kansas Pre-K-12 Wellness Policy Guidelines located at the end of the agenda.

### **Grading Periods**

The school year is divided into two semesters. Students will receive grades at the nine-week mid-term, but only semester grades will be recorded on the permanent record which is kept in the school office. The following grading scale will be used to determine letter grades:

|        |    |       |    |       |    |
|--------|----|-------|----|-------|----|
| 100-99 | A+ | 80-82 | B- | 63-66 | D  |
| 93-98  | A  | 77-79 | C+ | 60-62 | D- |
| 90-92  | A- | 73-76 | C  | 59-0  | F  |
| 87-89  | B+ | 70-72 | D  |       |    |
| 83-86  | B  | 67-69 | D+ |       |    |

### **Graduation / Promotion Requirements**

#### **Seventh Grade**

Any seventh grader who fails two (2) core classes will be considered for retention. Core classes include: Math, Science, History, and English. Administration, parents, and teachers will meet before the end of the school term to make the final decision.

#### **Eighth Grade**

Any eighth grader who fails two (2) core classes will be considered for retention. Core classes include: Math, Science, History and English. Administration, Parents and Teachers will meet before the end of the school term to make the final decision. Only students who pass 5 or more classes will be able to participate in the 8th grade graduation regardless of any decisions regarding retention.

#### **High School (Class of 2025/26 and 2026/27)**

Graduation requirements for Madison High School include 24 units of required and elective courses and activities. The required units shall include the following:

Four units of English Language Arts:  
English I, II, III, and English IV/College Prep.  
Students must pass these courses in sequence.

Three units of Mathematics - Algebra I and geometry are required classes for graduation. The recommended plan is for students to take algebra I as a freshman and geometry as a sophomore. Transfer students will have their records reviewed and appropriate adjustments will be made as necessary.

Three units of Science:

Three units of Social Science:

**One unit** American History

**One unit** American Government, including Constitution of the United States

**One unit** Social Science elective

One unit of Computer Technology (Business Essentials and Consumer and Personal Finance)/Ag Business

One unit of Health and Physical Education: (Transfer students - 1 unit of P.E.)

Two nine weeks of Health and two nine weeks of P.E.

One unit of Fine Arts

### **Graduation Requirements (Beginning with the Class of 2028)**

Two or more postsecondary assets:

See list at ksde.org, graduation, postsecondary

assets—<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/CSAS-Home/Graduation-and-Schools-of-Choice/Graduation-and-Dropouts>

Four units of Communications:

**3.5 units** English I, II, III, and English IV or English Composition.

**.5 unit** Communications (speech, debate, forensics, journalism, public speaking)

Four units of Society & Humanities:

**One unit** American History

**One unit** American Government, including Constitution of the United States, concepts of economics and geography

**One unit** World History

**One unit** Fine Arts (music, dance, art, theater, etc.)

Seven units of STEM:

Three units of Science:

**One unit** Physical Science

**One unit** Biology

Earth & Space Science concepts

**One unit** Science elective

Three units of Mathematics:

**One unit** Algebra I

**One unit** Geometry

**One unit** Math elective

**One unit** STEM elective (computer science, advanced math, advanced science, robotics, advanced CTE, advanced technology, agriculture, etc.)

Six units of Employability & Life Skills

One unit of Health and Physical Education:

½ **unit** Health  
½ **unit** Physical Education  
½ **unit** Financial literacy  
Three units of Elective courses

### **Gym Policy**

1. NO tobacco will be allowed in the gym.
2. Street shoes will not be permitted on the gym floor.
3. No artificial noise makers will be allowed. Pep band activities will be confined to before athletic contests, halftimes, between games, and at time-outs.
4. There will be no unauthorized activity inside the gym before school, during morning break, noon hour, or after school.
5. All gym bags will be placed in lockers in the dressing room area before school.
6. Handicapped lift is for handicap use ONLY. Please leave the lift alone.
7. Signs will be permitted in the gym with approval from administration or sponsor. They must be taped with masking tape only. They must be removed immediately after the contest.

### **Hazing**

No student shall engage in, nor shall any staff member knowingly allow students to engage in, the hazing of another student. Hazing is defined as any behavior which coerces, demands or encourages another person to perform any act which could reasonably be expected to result in bodily harm, disfigurement or death, as a condition of membership in a school organization, team or group or who engages in any behavior which is done in a manner which could inflict bodily harm, disfigurement or death; or any act designed to ridicule or lower self-esteem. Any student who participates in the hazing of another student shall be subject to the school disciplinary code. Any staff member who encourages or tolerates hazing of a student by another student shall be subject to disciplinary action by the district. Hazing is a class B misdemeanor under Kansas State Law.

### **Health Services**

#### **Illness and Accident Policies**

1. When students become ill at school, they must report to the nurse's office. If a nurse is not on duty, students will report to the main office. Parents/guardians will be notified by school personnel if the student is too ill to remain at school.
2. All accidents are to be reported to the nurse's office immediately so that an accident report may be completed. Following any serious accident, parents/guardians will be notified immediately.
3. Parents are requested to inform the school nurse when their students have been diagnosed with a contagious illness.

4. When students need to be excused from physical education participation for more than three days due to illness or injury a written statement from a physician stating the reason and the duration must be brought to the class instructor.
5. When students are absent from school for more than three days due to illness or injury a written statement from a physician stating they are released to return to school must be brought to the office.

**To prevent illnesses from being transmitted at school, here are some guidelines to help you decide when to keep your student home.**

| <b><u>Exclude</u></b>                              | <b><u>Return</u></b>                                                                                                                                                                                           |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fever 100 degrees with or without symptoms</b>  | <b>Fever free for 24 hours</b>                                                                                                                                                                                 |
| <b>Eyes reddened, inflamed with discharge</b>      | <b>Discharge has stopped, or 24 hrs after initiating antibiotics, or note from healthcare provider stating not infectious</b>                                                                                  |
| <b>Head Lice</b>                                   | <b>After pediculocide treatment is initiated</b>                                                                                                                                                               |
| <b>Diarrhea (2 or more loose stools in 24 hrs)</b> | <b>No diarrhea for 24 hrs or per disease protocols or note from healthcare provider</b>                                                                                                                        |
| <b>Vomiting</b>                                    | <b>No vomiting for 24 hrs</b>                                                                                                                                                                                  |
| <b>Impetigo</b>                                    | <b>24 hrs after administration of antibiotic (either topical or oral). Cover open wounds. Food handler staff is excluded until lesions are healed</b>                                                          |
| <b>Ringworm</b>                                    | <b>After administration of antifungal treatment</b>                                                                                                                                                            |
| <b>Scabies</b>                                     | <b>24 hrs after treatment or notes from healthcare provider</b>                                                                                                                                                |
| <b>Chickenpox</b>                                  | <b>When fever is gone and all lesions are crusted or dried. Children who have not had chickenpox or vaccination may also be excluded from school for days 10-21 following exposure to a case of chickenpox</b> |
| <b>Strep Throat</b>                                | <b>24 hrs of antibiotic treatment and fever free</b>                                                                                                                                                           |
| <b>Whooping Cough</b>                              | <b>Exclude all confirmed cases for 5 days following initiation of antimicrobial treatment and note from healthcare provider</b>                                                                                |
| <b>MRSA</b>                                        | <b>Note from healthcare provider</b>                                                                                                                                                                           |

**This is not an all-inclusive list of possible communicable diseases that may impact the school setting. Please call the school nurse if you have any questions.**

### **Communicable Diseases**

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or as authorized by a health assessment team.

The board reserves the right to require a written statement from the student's physician indicating that the student is free from all symptoms of the disease.

If a student is absent from regular classes for more than three consecutive days or the principal has been notified that a student has a communicable disease, the principal shall determine whether a release shall be obtained from the student's physician before the student reenters school.

Decisions regarding the type of education and the setting for provision of educational services for a student with a severe communicable disease of long duration shall be based on the child's medical condition, the child's behavior and neurological development, and the expected type of interaction with others in the educational setting. These decisions will be made after receiving input from the student's physician, public health personnel, the student's parent or guardian, and personnel associated with the proposed care or educational setting.

### **Immunizations**

The state law requires all students be fully immunized prior to school entry. All students shall provide the principal with proof of immunization and required booster shots of certain diseases or furnish documents to satisfy statutory requirements. Students who fail to provide the documentation required by law may be excluded from school by the superintendent until the requirements are met.

### **Medication**

#### **Prescription or Non-Prescription Medications**

All medications must be kept in the health room and are administered by the health or delegated school staff during school hours. All medications **MUST** come to school in the original containers accompanied by a permission note from the parent. **WE WILL NOT GIVE MEDICATION WITHOUT THIS CONTAINER.** If the doctor gives a professional sample medication to use, we **MUST** have a doctor note or a copy of a prescription for the drug. Parents/guardians should be responsible for transporting prescription medications to and from school for their students. If there are extenuating circumstances that prevent this from occurring, the school's registered nurse needs to be notified. Dosage changes from the medication pharmacy label: The School Nurse needs to be notified by a note from the doctor with the new

dosage listed and a new parent permission form must be signed. Medications to be taken three (3) times a day can usually be done before school, after school, and bedtime, thus avoiding the need to take pills at school. **We do not give aspirin or medications containing aspirin without a doctor's order.** This is due to aspirin's connection to Reye's syndrome.

*Herbal, natural and homeopathic remedies will not be administered at school without written authorization from the primary care physician. In most cases we do not give narcotics at school. The registered nurse (R.N.) in each school will make the decision. It is recommended students recover from injuries or surgery at home and be able to switch to non-narcotic pain medication before returning to school.*

Parents or legal guardians may come to the school to administer the medications.

### **Self-Administration of Medications**

Medication (Epi-Pens/Inhalers) prescribed by a health care provider for the treatment of anaphylaxis or asthma may be carried by the student with proper authorization from their physician, parent, school nurse, and administration. This will need to be renewed annually.

### **Homecoming**

To be a candidate for homecoming, the student must be a senior involved in a sport, club or activity. The dance will conclude at 11:00 p.m. unless otherwise cleared with administration. Dates must be signed up in the office and under 21 years of age.

### **Honor Roll**

The honor roll is divided into two groups: High Honors and Honors. Students who achieve academic excellence will be named to an honor roll four times a year, once each nine-week period. Students eligible for the High Honors honor roll must have no grade lower than 90% (A-). Students eligible for the Honors honor roll must have a 3.0 GPA or higher. All courses taken will count towards the honor roll. Awards will be given at the end of the school term to those students who have made the honor roll in three of the four nine-week periods.

### **Independent Study**

Any student wishing to take an independent study has to have the following items turned in to the office before the beginning of the semester:

#### **Student Responsibilities**

1. Teacher:
  - a. in the field of study
  - b. signed agreement between you and the teacher (teacher has to agree)
2. Course Outline or Syllabus:
  - a. list of assignments (completed by teacher and student)
  - b. approved by teacher, administration, counselor
3. Textbook or materials to be used:
  - a. defined jointly by student and teacher

- b. any textbook not currently available at M.H.S. will be the student's responsibility to acquire
- 4. Written notes from all conferences between teacher and student:
  - a. signed by teacher
  - b. dated
  - c. minimum of four conferences per semester
- 5. Student Self Evaluation
  - a. weekly
  - b. copy submitted to teacher and principal

### **Teacher Responsibilities**

- 1. Help the student with the above criteria.
- 2. Tests:
  - a. designed by teacher
  - b. minimum of two tests per nine weeks
- 3. Complete Evaluation Procedure Defined by Teacher and submitted to principal before course work begins.

All of the above information will be kept in a PORTFOLIO for the entire semester. It may be reviewed by the administration and counselor at any time.

### **Lockers**

Grades 7-8 lockers are located in the west section of the academic area. Grades 9-12 lockers are located in the east section of the academic area. **No items will be placed on top of the lockers.** **Do not keep money or medications in your locker.** Students will not tape items to the outside of lockers. Any items attached to lockers will be done with magnets or string. Items on the inside, such as posters or pictures, will be in good taste and will be subject to administrative approval. Report all locker trouble to the office immediately. Locks are installed on the lockers. Lockers are school property, not student property. Lockers may be searched for any reason at any time at the discretion of the administration.

### **Lost and Found**

Students are to turn in "Found" items to the classroom teacher, who will deposit the item(s) with the office. Students missing any item(s) are to inquire at the office, giving an accurate description.

### **Motor Vehicles**

High school students will use the parking area south of the building. The first two rows are reserved for staff. No student may drive a motor vehicle during the school day without special permission from the administration and parent/guardian. The school may conduct periodic searches of vehicles in the parking lot.

### **National Honor Society Membership**

1. Membership of this chapter shall be known as active and graduate. Graduate members have no vote.
2. Membership in this chapter shall be based on scholarship, service, leadership, and character.
3. Students from the 10th, 11th and 12th grades shall be considered for membership. Induction will be done in the spring.
4. Any student with a B average or 85% will be eligible for membership in the chapter.
5. National Honor Society Selection:
  - a. **Scholarship:** (3.5) GPA or above.
  - b. **Service:** All potential members must submit a list of their service activities to the selection committee. Each student must have been involved in at least two (2) service projects. Out-of-school projects are also considered. Members must continue service projects at two per year.
  - c. **Leadership:** Potential members must include leadership activities on the same list. Members must belong to two or more school and/or community organizations and extra-curricular activities.

(Ex.: 4-H, youth group, football, volleyball, quiz bowl, etc.)
  - d. **Character:** (The following are examples, in no way inclusive of the behavior to be exhibited by potential or actual NHS members. If you have any questions, please consult the advisor or principal):
  - e. **Integrity:** No incidents of cheating or intentional dishonesty.
  - f. **Positive Behavior:** No skipping classes or violating school regulations. No record of civil offense within the community.
  - g. **Cooperation:** Willing to assist classmates, faculty, etc.
  - h. **Ethics:** Wants to do the "right" thing in most situations.
6. Any active member who falls below the standards which were the basis for his/her election to membership shall be dropped from the chapter by a majority vote of the faculty council.
7. If so dropped, his/her emblem shall be returned to the advisor of this chapter.
8. In all cases of impending dismissal, a member shall have the right to a hearing before the faculty council.

### **Office Business**

The office will be open for student business from 7:45 a.m. until the beginning of first hour, and after school until 4:00 p.m. The majority of business can be transacted during these times rather than during class periods. Student class treasurers and organizations can make special arrangements to deposit money.

### **Organizational Meetings**

1. The following groups will be allowed to meet once a month during the entire school year: Student Government and Classes (7<sup>th</sup> grade, 8<sup>th</sup> grade, etc.). This list is not inclusive as other groups may form.
2. If any group wants to meet more than the above criteria, it may meet during lunch, before school, or after school.
3. Since the Choir meets during study hall period, students are expected to report to that class unless permission is granted from the vocal instructor.

### **Phone Calls**

Students will NOT be given a pass during class to use the telephone unless it is an emergency. The phones in the school office can be used by students for school business as needed and for personal business when absolutely necessary. No long distance calls are to be charged to the school without permission.

### **Phone System**

Our Madison Telephone communication system doubles as an intercom and telephone system. Each classroom has a telephone and teachers are able to place and receive calls. The system also has voice mail capabilities to leave messages when the teacher is not available. After regular hours (7:30 a.m. to 4:00 p.m.), callers will have the opportunity to ring into a particular extension and leave a voice message for school personnel.

### **Professional Learning Communities (PLC's)**

Professional learning communities (PLC) are a time for teachers to meet to review data, collaborate, and plan student interventions. PLC time is time devoted to teacher learning and planning. USD #386 will begin to have PLC time for teachers beginning this school year. All PLC times will be held on the first and third Wednesday of the month, but will not affect student drop off or pick up times. All teachers will participate in PLC's on the first and third Wednesday of each month. Buses will run their normal routes and students will have structured supervised activities while teachers are in PLC's.

### **Qualified College Admissions**

**([kansasregents.org/academic\\_affairs/qualified\\_admissions](http://kansasregents.org/academic_affairs/qualified_admissions))**

H.B. 2668 pertains to qualifications applicable to students who seek to enroll in a State Board of Regents institution. The Regents are authorized to adopt rules and regulations for admission of students at state educational institutions. Beginning with the 2001-2002 academic year, the rules and regulations must include the following standards.

**Kansas Resident Graduate of Accredited Kansas High School** - A Kansas resident graduate of an accredited Kansas high school must be permitted to enroll in a State Board of Regents institution if the applicant:

1. has completed the pre-college curriculum prescribed by the regents with a minimum grade point average of 2.0 on a 4.0 scale or has been recognized by the regents as having attained a functionally equivalent level of education, or
2. has achieved a composite American College Testing Program (ACT) score of 21 or more points, or
3. has a ranking in the top one third of the high school class upon completion of seven or eight semesters.

**The pre-college curriculum prescribed by the Regents must include, but is not limited to,**

Four units of English

Three unit of Mathematics (four units for the class of 2015 and beyond)

Three units of Social Science

Three units of Natural Science

One unit in the field of computer technology designed for development of computer literacy, including a basic understanding of computer operations, applications and programming.

**Safety Valve:** Beginning in 2001-02, each institution must have a policy for admission of not more than 10 percent of freshmen students as exceptions to the standards otherwise applicable. The exceptions apply only to students who are bona fide residents of Kansas, as determined in accord with the Regents' rules and regulations. (These rules and regulations must be similar to those used for determination of resident status for tuition purposes.) The Regents must adopt rules and regulations setting forth criteria and guidelines to be applied system-wide to policies an institution develops in administering this feature of the qualified admission plan. The Regents must report annually to the legislature on the number and percentage of freshmen class admission permitted as exceptions to the standards. This information must be disaggregated by institution.

### **School Closing**

School will be closed when weather conditions are such that buses cannot run safely. Parents/Students will be notified via an automated service that school has been canceled. Students/Parents are also encouraged to listen to local radio and TV stations. Some of the stations to listen to are as follows:

KSNT - TV 27 Topeka

KWCH- TV 12 Wichita

WIBW - TV 13 Topeka

KAKE – TV 10 Wichita

KVOE Radio 101.7 FM

WIBW Radio 94.5 FM

KVOE Radio 1400 AM

WIBW Radio 580 AM

KFDI Radio 1070 AM

KSNW – TV 3 Wichita

Please **do not call** the administration or these stations for this information.

### **School Site Council**

The **mission of the school site council** (SSC) is to provide advice and counsel regarding specific areas of their school's programs and operation. The responsibilities of each council can be determined by the group membership, with the continuing focus, as provided in state law, on:

- providing advice and counsel in evaluating state, school district, and school site performance goals and objectives; and,
- in determining the methods that should be employed at the school site to meet those goals and objectives.

**Council Member responsibilities:** In carrying out these responsibilities, council members might be involved in:

Council members should be expected to:

- attend all council meetings;
- act as a communication link between the council and staff, students, parents and community;
- contribute to the group and help members function as a team; and
- accept responsibilities for council work to assure that proposed objectives are achieved.

### **Senior Trip**

In order to help make the senior trip safe, fair, and enjoyable for everyone involved, the following requirements must be met by each student of the senior class to be eligible to participate in the senior class trip.

1. Students must be enrolled as a senior at Madison before September 1 (or receive administrative approval).
2. All class dues must be paid, including any unpaid from previous years.
3. Students must meet fundraiser requirements for grades 9-11.
4. Students must meet the required number of “units” for fundraising set forth by the sponsors during their senior year. Failure to complete the required number of “units” will deduct student funds from the specific students trip participation eventually leading to not being able to participate in activities due to lack of funds.
5. A senior contract form must be on file in the office.
6. A drug testing consent form must be on file in the office.
7. All equipment must be returned. This includes, but is not limited to textbooks, library books, athletic uniforms, etc.
8. All bills must be paid. This includes, but is not limited to lunch bills, etc.
9. Only graduating seniors will be allowed to attend.
10. Students must be in “good standing” at Madison. This will include, but is not limited to the following conditions:
  - a. NO Out of school suspensions during the senior year or NO more than one day ISS;

- b. NO unexcused absences during the senior year;
- c. NO dishonest activities during fundraisers;
- d. NO legal issues including probation.

If a student does not attend the senior trip for any reason, they will not receive any monetary compensation from the class.

The senior class shall approach the Board of Education by the January meeting date for approval to take a senior trip. If the Board of Education approves the trip, at least 1 – 2 additional sponsors (parents and/or staff) may accompany the class along with the senior sponsor and the principal or his/her designee. If approved the following guidelines must be followed:

1. The senior class officers will do the planning for the trip, with the approval from the senior sponsors and the principal.
2. Typically, a trip would last three (3) days and two (2) nights. Any trip longer must be approved by the Board of Education.
3. A detailed itinerary must be submitted to the principal by April 1.
4. Sufficient class funds must be available for all trip expenses.
5. At least one (1) adult female and one (1) adult male sponsor must accompany the class.
6. If a student behaves inappropriately, his/her parents will be contacted to make arrangements for immediate transportation home at their expense.
7. If the class has additional funds beyond what is needed to cover the cost of the trip, no more than \$100 per student of the additional funds may be used as “spending money”.
8. Student/Parents informational meeting.

### **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by Board members, administrators, certified and support personnel, students, vendors, and any other having business or other contact with the school district is strictly prohibited. It is also a violation of the policy for any employee to discourage a student from filing a complaint and for any supervisor to fail to follow the policy or fail to investigate complaints. Complaints of sexual harassment will be promptly investigated and resolved.

Sexual harassment may include, but not be limited to:

- ✓ Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- ✓ Subtle pressure or requests for sexual activity;
- ✓ Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- ✓ Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- ✓ Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- ✓ Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to a student's grades or status in any activity; or

- ✓ Sexual assault or battery as defined by current law.

### **Sexual Harassment Procedure**

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the complainant. The initiation of a student's complaint shall not adversely affect the job security or status of any employee or student until a finding of fact determines that improper conduct occurred. Strict confidentiality shall be maintained throughout the complaint procedure.

### **Student Sign-Out Roster**

Before leaving the building for any reason while school is in session, a student must come to the office and sign out on the sign-out sheet. A student will not be allowed to sign out without permission from home or approval from the office. Any student leaving school without following this procedure will be considered Truant.

### **Valedictorian and Salutatorian**

To be eligible for consideration, a student must have been a full-time student at Madison High School for his/her last four consecutive semesters and met or exceeded all other grade and credit requirements for graduation. Candidates would be required to take the courses listed on the Kansas Regents Qualified Admissions Curriculum. Of the students, the highest GPA would be the valedictorian and the second highest GPA would be the salutatorian. Students who have taken the Kansas Board of Regents Qualified Admissions Curriculum courses take precedence over students who have not. More than one candidate would be allowed for each position in the event of a tie.

### **Visitors**

Students not enrolled in Madison Jr./Sr. High School will not be allowed to visit school. However, parents and/or guardians are encouraged to visit. All visitors should report to the office to receive a visitor's pass. There shall be no unauthorized visitors allowed in the building.

### **Withdrawal Procedure**

Students who leave Madison Jr./Sr. High School during the school year should pick up a withdrawal form from the office at the beginning of his/her last day. Upon withdrawal, all books and materials must be returned and all financial obligations must be cleared. Student records will be forwarded to another school upon request from that institution.

### **U.S.D. #386 OFFICIAL DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Madison-Virgil U.S.D. #386, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. (refer to JR, JRB, KCA, IDEA) However, USD #386 may disclose appropriately designated "directory

information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow USD #386 to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The school website;
- The schools live-streaming program
- The Madison Bulldog TV Channel
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA’s) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want USD #386 to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1, of the current school year. USD #386 has designated the following information as directory information:

- Student’s name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended