

**Madison District Public Schools**

# Madison High School

## Student Handbook And Code of Conduct

Revised 8-17-2022

# **Madison High School**

## **Madison Preparatory High School**

915 E. Eleven Mile Rd.  
Madison Heights, MI 48071  
Phone: 248-548-1800  
Fax: 248-548-9758

Principal: Ms. Patricia Perry  
Assistant Principal: Ms. Stacey Cauley  
Dean of Students: Mrs. Helchowski  
Enrichment Coordinator: Mr. Ben Watts  
Secretary: Mrs. Margi Nelson

### **School Hours:**

**7:45am – 2:45pm full day**

**7:45am – 11:15am half day**

### **Civil Rights Compliance and Non-Discrimination**

**The Madison District Schools shall not discriminate against any person be it student, parent, employee or interested citizens on the basis of race, sex, color, religion, creed, national origin or ancestry.**

### **Civil Rights for the Handicapped**

**The Madison District Schools shall not discriminate against any person be it student, parent, employee or interested citizen on the basis of physical handicaps as defined by the Rehabilitation Act of 1973, as amended in 1977.**

## **Attendance**

***Madison High School and Madison Prep allows a student 10 absences/semester.***

Attendance is the primary responsibility of parents/guardians and students. Education is the primary responsibility of schools. The school views regular attendance as crucial to maximize educational opportunities and pledges to work with families to foster punctual and regular attendance.

When a student is absent from school, a parent/guardian is to call the Attendance Office on the same day to confirm the absence. (The school switchboard is open from 7:00 a.m. to 3:00 p.m.) (Unexcused and Excused absences count as absences. Non-chargeable absences do not.)

**Unexcused** absences include:

***Teacher discretion regarding make-up work***

- Parent/guardian does not call in absence for student
- Arrival to class after 5 minutes of class time, w/o a pass
- Leaving the building w/o prior permission from legal parent/guardian call to office

**Excused** absences include:

***Students have the ability to make-up work***

- Parent/guardian calls in absence for student
- Illness/medical appts.

**Non-Chargeable** absences include:

***Students have the ability to make-up work***

- College visits
- Court dates
- Hospitalization
- Observance of religious holiday
- Funerals
- School absences – athletics, field trips, etc.

***\*\* Documentation is required for all Non-chargeable absences and must be received within 1 week or 5 business days of student returning to school.***

**Absence Recovery** - Students are allowed up to 10 absences per semester without any consequences. If a student is absent in any one class more than 10 times, he/she must coordinate making up those absences with the respective teacher before or after school in order to not have their excessive absences affect their grade.

### **Grading Policy for excessive absences:**

- At 11 absences, students who are passing the class will need to score a minimum of 60% on the final exam to receive a passing grade.
- At 11 absences, students who are failing the class will need to score a 78% or higher on the final exam to receive a “G”. (G = credit granted)

Students with attendance problems will be referred to an appropriate agency. Appropriate referrals will be determined by a building administrator. Examples of appropriate referrals are:

- Protective Services Youth Assistance
- Oakland County Truancy

### **Tardiness**

Tardiness is defined as not being in an assigned room when the bell rings. If a student is late getting to school, he/she should report to the Attendance Office to sign in, get a pass and then go directly to class. **Three (3) tardies = 1 absence per class.**

**\* First hour ONLY – Students have twenty (20) minutes after the final bell before they are considered absent.**

**\* Students have five (5) minutes after the final bell before they are considered absent for the remaining classes (2<sup>nd</sup> thru 6<sup>th</sup> hours).**

### **Leaving the Building During the School Day**

- No student is allowed to leave the school premises, once they have entered, without permission from the Attendance Office.
- All students of **any age** must have permission from their parents or guardian as well as the Attendance Office.
- Any student signing out during the day may not sign back on that same day unless they provide court or doctor paperwork.

### **Conflict Resolution**

Conflict resolution meetings are available to help students resolve problems with other students. Conflict resolution is an opportunity to air your perceptions regarding a conflict in a safe, non-threatening environment. A staff member will facilitate this process. The end goal is to ensure students agree on a way to peacefully coexist and feel safe.

## **Choices and Consequences**

Consequences shall be administered with the expectation that students will learn from their mistakes. The disciplinary consequences of a student's misconduct will be determined by the nature and severity of the misconduct AND the student's prior disciplinary history. The following steps are guidelines for providing consistency and equity among students charged with misconduct.

### **Disciplinary Levels**

**Level 1:** Administrative conference with student reviewing disciplinary policy and notification that the next infraction may result in disciplinary action.

**Level 2:** Administrative conference with parent contact and/or detention

**Level 3:** 1-2 day suspension

**Level 4:** 3-4 day suspension

**Level 5:** 5 day suspension

**Level 6:** 6-10 day suspension

**Level 7:** Recommendation for long-term suspension (longer than 10 days) and/or recommendation for permanent expulsion for misconduct

**Level 8:** Recommendation for permanent expulsion

Students who make poor choices in conflict with MHS and MP policies or District policies will be subject to suspension or expulsion.

### **Categories of misconduct with disciplinary recommendation:**

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and well-being of all students, the following categories of misconduct and guidelines for consequences have been put in place. This list is intended to be as inclusive as possible, but is not limited to the following:

**Assault – against employee, volunteer/school staff (State Mandatory Expulsion) – Level 8**

**Bullying/Harassment/Threatening – Level 2-6**

**Damage/Defacing school property – Level 2-6**

**Disruption of School - Level 1-4**

**Driving unsafely on or near campus** – Possible loss of parking privileges

**Drugs - Suspicion of being under the influence of illegal substance** – Level 3 (further steps will be taken if this becomes a chronic issue)

**Drugs - Possession of illegal substances/drugs/alcohol (at/on school grounds)** – Level 5-7  
(with possible legal action)

**Gambling** – Level 2-5

**Insubordination** – Level 1-4

**Repeated/Chronic violation of policies** – Level 2-5

**Sexual Misconduct** – Level 2-7

**Skipping/Leaving the building w/o permission** – Level 1-3

**Smoking/Electronic cigarettes/Vaping** – Level 3-4

**Use of Social Media to video tape, threaten, bully/demean another student** - Level 3-6  
(This behavior interferes with the school climate and culture and will not be tolerated)

**Violence/fighting/Assault (pupil to pupil)** – Level 5-8

**Weapon possession (State Mandatory Expulsion)** – Level 8

**Cell phones and electronic devices (earphones, etc.)** are NOT allowed during class time. If a teacher encounters problems with student phone/electronic device, they will be referred to administration where the following will occur:

**1<sup>st</sup> and 2<sup>nd</sup> offense** - confiscation of device until the end of the school day.

**3<sup>rd</sup> offense and additional offenses** – Parent or Guardian must pick up phone. Excessive phone issues can also result in suspension.

## **Credit System**

To prepare Michigan's students with the knowledge and skills to succeed in the 21<sup>st</sup> Century, the State of Michigan has enacted a rigorous set of statewide graduation requirements that are among the best in the nation. These requirements, called the Michigan Merit curriculum, are the result of a collaborative effort between Governor Jennifer M. Granholm, the State board of Education, and the state Legislature. The Michigan Merit Curriculum requires 18 credits for graduation, which can be met in a variety of ways.

<b>Number of Credits</b>	<b>Curriculum Area</b>	<b>Required Content</b>
4 Credits	Mathematics	Algebra I; Geometry, Algebra II; including one credit in Senior Year
4 Credits	English Language Arts	Units for ELA 9, 10, 11, and 12 developed by MDE
3 Credits	Science	Biology; Physics or Chemistry; one additional Science credit
3 Credits	Social Studies (Completion 2007)	.5 credit in civics; .5 credit in Economics; U.S. History and Geography; World History and Geography
1 Credit	Physical Education/Health	Credit guidelines developed by MDE
1 Credit	Visual, Performing, Applied Arts	Credit guidelines developed by MDE
4 Credits	Electives	Guidelines developed by MDE
2 Credits in grades 9-12; OR an equivalent learning experience in grades K-12	World Languages - Other Than English	Guidelines to be developed by MDE

- MHS and MP graduation requirements are completion of 22 credits that include the Michigan Merit Curriculum required courses.

## **Parent Connect**

***Parent Connect*** is a link on the Madison Schools website that allows you to login using a Pin and Password, to view your student's attendance, grades and assignments. To obtain your Pin and Password, call our office at MHS and request Parent Connect. Stay connected!

## **Medication**

Students taking OTC or prescribed medication in school must have a note from their parent/guardian. All medication is required to be kept secured in the main office and must be distributed by office personnel.

## **Care of School Property**

Students are expected to treat school property with care and respect. Students who damage, disfigure or remove school property will be expected to pay for all damages or replacement necessary and face appropriate consequences.

## **Dress Code**

Good grooming and appropriate dress are an important aspect of students' lives. Appropriate dress is expected at all school related events, including, but not limited to: assemblies, banquets, athletic events, and field trips. Dress attire that distracts attention from school routines, causes behavior that is distracting to other students, or causes the student wearing the clothing to behave inappropriately, is subject to review by the building administrator or his/her designee.

The following are expectations related to proper school attire.

1. Clothing should be **appropriate for the educational environment**.
2. Tank tops, mesh tops, off the shoulder tops, halter tops, tube tops, cropped tops, spaghetti strap dresses and tops, see through shirts and backless shirts are not permitted. Tops that are low cut or show a bare midriff at any time are not acceptable. All shirts and blouses must cover the waist.
3. Pants, shorts, skorts and skirts should be proper fitting and should not show undergarments, the torso or back at any time. Shorts, skirts or skorts should fall no less than mid thigh.
4. Hat, hoods, do-rags, bandanas, sunglasses, slippers and pajama bottoms may not be worn in school without permit/permission.
5. Clothing or objects that advertise or display alcoholic beverages, tobacco products, drugs, obscene language, sexual or anti-social behavior are prohibited.
6. Shoes must be worn in school at all times. Bare feet and stocking feet are not permitted.
7. All gang-identifying symbols, chains, studs, spikes and all other items determined by administration to be unsafe, illegal or inappropriate for school are not permitted.

If a student's attire does not meet these requirements, he/she shall be referred to the administration. The student may be asked to modify his/her attire in some way in school or the student may be sent home( with parent contact) to change his/her clothes before returning to class. They may also be excluded from classes for the day if a change of attire is not possible.



## **Computer Use**

- All students must sign the Madison District School Acceptable Use Policy and should be aware of the district rules and expectations.
- Students are not allowed to use computers without permission from a staff member.
- Students are not allowed in the computer lab without staff supervision.
- Students are not allowed to send or receive e-mail or enter chat rooms.
- Use of the Internet is for school related projects only.
- Staff discretion is expected to define whether a site is inappropriate or not.
- Students, who violate any of the computer policies, risk losing computer privileges as well as other consequences.

## **Visitors**

Student visitors are not permitted on campus at any time without permission from school administration.

## **Lost/Stolen Items**

The school and school staff are not responsible for a student's lost or stolen item. If a student has a valuable item, it should be locked in a locker or not brought to school.

## **Severe Weather/School Closing**

Watch or listen for school closings or weather announcements for Madison District Schools.

## **School and the Law**

**Search and Seizure** - Be advised that building administrators have the right to search cars, lockers, purses, coats or an individual when they have a suspicion that there may be an item or substance that may be illegal, dangerous or a threat to the staff or student body.

Any unlawful act taking place on school grounds not only makes the student subject to consequences that the courts may prescribe, but will also result in suspension or dismissal from school. Behaviors forbidden by the laws of the state of Michigan include but are not limited to:

- Any act of physical aggression towards another student
- Carrying a knife or any other weapon
- Loitering or disturbance at or near school
- Smoking by student on or near school grounds
- Possession of, or being under the influence of alcohol/controlled substance in school, on school grounds or at a school activity
- Vandalism or theft
- Gambling and possession of gambling paraphernalia
- Possession of any items, which are disruptive to the educational process.

The police may be called for these offenses, and the student may be indefinitely suspended or expelled.