



2026-2027 Student Handbook

MADISON HIGH SCHOOL HANDBOOK

“Students Are The Reason Madison School Exists”

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

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

WELCOME

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

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

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

Kristin E. Thomas
Principal

Kristin Girbach
Assistant Principal

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IMPORTANT INFORMATION

District Website

<https://www.madisonk12.us/>

Board Policies

Board Policies are available at: <https://www.madisonk12.us/about/boe>

Address

3498 Treat Hwy., Adrian, MI 49221

Contact Information

Main Office:

Fax: (517) 265-5635

Special Education: (517) 263-0741 x142

Transportation: (517) 263-0741 x133

Athletics: (517) 263-0741 x124

Administration

Superintendent: Nick Steinmetz

Special Education Director: Lindsay Crow

Athletic Director: Mindy Jordan

Transportation Director: Bill O'Brien

High School Principal: Kristin Thomas

High School Assistant Principal: Kristin Girbach

**Madison School District
2026-2027 School Year**

Mon & Tue	Aug 17-18, 2026	Professional Development
Tue	Aug 18, 2026	District Wide Open House
Mon	Aug 24, 2026	First Day of School for Students
Fri	Aug 28, 2026	No School
Fri & Mon	Sept 4 & 7, 2026	No School, Labor Day Weekend
Thur	Oct 22, 2026	Parent Teacher Conferences, Student Dismissal- HS/MS 11:00
Fri	Oct 23, 2026	Student Dismissal HS/MS 11:00, EL 12:00, Staff PD
Fri	Nov 20, 2026	HS/MS Exams—Dismissal 11:00 EL Records—Dismissal 12:00
Mon & Tue	Nov 23 & 24, 2026	HS/MS Exams—Dismissal HS/MS 11:00 EL Records--Dismissal 12:00 (Tues—Comp)
Wed-Fri	Nov 25-27, 2026	No School (Y5-12)—Thanksgiving Break
Mon	Nov 30, 2026	First Day of Second Trimester
Thur	Dec 3, 2026	Parent Teacher Conferences, Student Dismissal- EL 12:00

Mon-Fri	Dec 21-Jan 1, 2027	Christmas Break
Mon	Jan 4, 2027	School Resumes from Christmas Break
Mon	Jan 18, 2027	No School (Y5-12), MLK Day, Staff PD
Thur	Jan 21, 2027	Parent Teacher Conferences, Student Dismissal- HS/MS 11:00
Fri	Feb 12, 2027	Student Dismissal HS/MS 11:00, EL 12:00, Staff PD
Mon	Feb 15, 2027	No School, Mid-Winter Break
Wed, Thur & Fri	Mar 3-5, 2027	HS/MS Exams—Dismissal HS/MS 11:00
Thur & Fri	Mar 4-5, 2027	EL Records—Dismissal 12:00
Mon	Mar 8, 2027	First Day of Third Trimester
Thur	Mar 11, 2027	Parent Teacher Conferences, Student Dismissal- EL 12:00
Thur	Mar 25, 2027	Dismissal HS/MS 11:00, EL 12:00 (Comp)
Fri	Mar 26, 2027	No School, Good Friday
Mon-Fri	Mar 29-Apr 2, 2027	No School, Spring Break
Mon	Apr 5, 2027	School Resumes from Spring Break
Mon	May 31, 2027	No School, Memorial Day
Wed, Thur & Fri	June 2-4, 2027	HS/MS Exams—Dismissal HS/MS 11:00 EL Records—Dismissal 12:00
Fri	June 4, 2027	Last Day of School for Students and Staff

Calendar includes 180 student days/185 teacher days

(Created 2-3-26)

2026-2027 DAILY SCHEDULE

Hour	Time	Contact Time
1 st	7:50 – 8:45	55 minutes
2 nd	8:50 – 9:44	54 minutes
3 rd	9:49 – 10:43	54 minutes
Seminar/PM Tech Lunch	10:47 -11:15	28 minutes
4 th	11:19 -12:14	55 minutes
Lunch	12:14 -12:42	28 minutes
5 th	12:47 – 1:41	54 minutes
6 th	1:46 – 2:40	54 minutes

School staff will supervise students on school grounds 35 minutes before the school day begins and 25 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- Infinite Campus Message (text, phone call, and email)
- Posted on District Website
- WLEN
- Local News Stations

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Nick Steinmetz, Superintendent
3498 Treat Hwy. Adrian, MI 49221
(517) 265-1856
Nick.steinmetz@madisonk12.us

Designated Section 504 Coordinator
Kristin Girbach, HS Assistant Principal
3498 Treat Hwy. Adrian, MI 49221
(517)-263-0742
Kristin.Girbach@madisonk12.us

Designated Civil Rights Coordinator/Employment Compliance Officer
Nick Steinmetz, Superintendent
3498 Treat Hwy. Adrian, MI 49221
(517) 265-1856
Nick.steinmetz@madisonk12.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at <https://www.madisonk12.us/about/boe>

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the HS Office in one of the following ways:

a. Call the office at 263-0742 the day of the absence or the day that a student returns to school after an absence, by 7:45 a.m.

b. Send a note with the student when the student returns to school.

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

When a student returns to school after an absence, he/she must report to the office to receive admittance "blue slip."

Per Board Policy 5301(D), the following absences will be considered excused if they are confirmed by communication to the school from the student's Parent:

1. the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
2. severe weather;
3. medical appointments for the student;
4. death or serious illness of the student's family member;
5. attendance at a funeral, wedding, or graduation;
6. appearance at court or for other legal matters;
7. observance of religious holidays of the student's own faith;
8. college planning visits; and
9. personal or family vacations.

Students who are more than 10 minutes late are considered tardy.

Three Tardies = 1 absence (countable towards attendance policy)

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. Students have time equal to their excused absences to make up work. At a maximum, this time may not extend beyond five (5) school days following the end of that trimester.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours. Students should complete a Pre-arranged Absence Form that can be picked up in the HS Office.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Classroom Attendance Policy

The Madison School District has established additional attendance requirements for its students in order to maintain academic standards for earning credit.

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

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

Types of Absences

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

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

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

Students suspended out-of-school are responsible for obtaining their assignment(s) from their teacher and are to turn work in upon return.

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

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

Regulations Concerning Absences

Once a student accumulates nine (9) or more absences in a trimester, they are required to achieve at least a C+ (78% or higher) on the final exam to be eligible to earn credit. Students who achieve an exam score of 78% or higher, will receive no lower than a 60% D- on their report card and final transcript.

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

After 7 countable absences in a class during a trimester, the student and parent will be notified via an alert.

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

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

Sign Out Policy

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

Unexcused Absence/Leaving an Area of Assignment

Students unexcused from class(es) or leaving an area of assignment (leaving class, gym, dining room, etc.) without proper authorization will be assigned detention, leading up to suspension if necessary.

First Offense: Long Detention

Second Offense: 1 day Suspension.

Third Offense: 3 day Suspension

Upon arriving on school grounds no student should leave the school without properly signing out. A student that leaves the building/campus without properly signing out will be dealt with more severely. Parking lots are off limits to students during the school day, unless a staff member has granted permission.

First Offense: 2 long detentions.

Second Offense: 1 day suspension/Parent must meet with the Principal before the child is permitted to return to class.

Third Offense: 2 day Suspension

Incomplete and Make Up Work

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

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B. [See Code of Conduct pg](#)

Cafeteria Behavior

Students are expected to respect the kitchen workers and the dining room supervisors. Lack of respect will not be tolerated. Students eating hot lunch should be quiet while going through the dining room line. Pushing, cutting in line, running, throwing food, general horseplay and being disrespectful will result in disciplinary action at the discretion of the principal ranging from:

- Cleaning the tables and floors
- Short/Long Detention

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device. School telephones are available in every classroom, as well as, the office. In addition, messages can be left for students in the office throughout the school day.

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

First Offense: Cell Phone/ Wireless Communication device will be confiscated and locked in the HS Office until the student serves a long detention.
Once detention has been served, the device will be returned to the student.

Second Offense: Cell Phone/Wireless Communication device will be confiscated and locked in the HS Office until the student serves a long detention.
Once detention has been served, the device will be returned only to the student's parent/guardian.

Third Offense: 1 day suspension

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

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

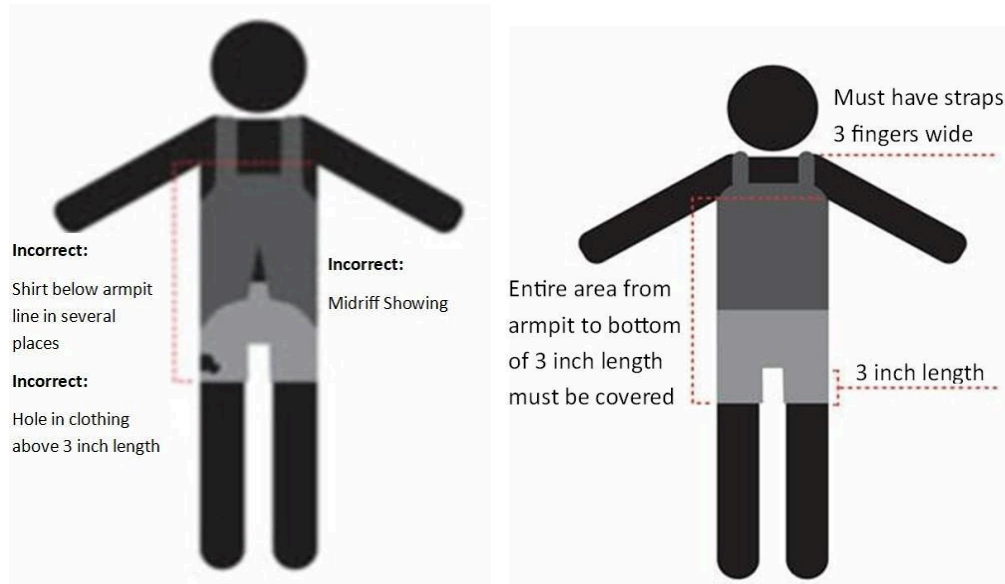
Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 3 inches in length.

1. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

2. Students shall not wear shoes without a hard sole (no slippers), hoods, bandannas, hats, gloves, and/or sunglasses at school. This is enforced both in class and in the hallways.

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



4. Pants must be worn at the waist (*top of the hip bone*). Pants that do not stay at the waist are considered inappropriate school attire. All undergarments must be covered.

5. Undergarments /Sleepwear/Loungewear may not be visible and/or worn as outer garments.

6. Students shall not wear winter coats during the school day. In addition, students shall not bring blankets to class or wear gloves during class. (The classroom teacher when environmental conditions are extreme will exercise professional discretion.)

7. Students shall not carry backpacks/bags to and from class except for physical education courses. Computer cases and small pencil pouches are permitted.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Classroom teachers are required to send students not complying with this dress code directly to the office. Absences from class will be unexcused. If a student's clothing does not meet the above dress code, they will be given the opportunity to change without

consequence. Students refusing to cooperate will receive disciplinary action. Repeat violators may be suspended at the discretion of administration.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students driving to school must file for, and obtain a permit from the office. **A one-time permit fee of \$25** will be assessed to pay for the parking permits and maintain periodic safety checks in the parking lot. Permits will be issued at the principal's discretion. Student programs that require personal transportation must be pre-approved by the administration.

Students who drive to school must obey the following rules:

1. Students may not access or move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds. The speed limit on school grounds is a maximum of 10 miles per hour. Drivers considered in violation of this responsibility will be subject to loss of driving privileges up to 183 days.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Driving to school is not an excuse to be late. Students who are consistently tardy will risk having their permits revoked.
5. All student drivers are required to park in the student lot only.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Deliveries

In an effort to maintain a school environment that provides our students and staff with a safe environment conducive to teaching and learning, food deliveries (Door Dash, GrubHub, Uber Eats, etc) will not be permitted during instructional time. Students may only receive food deliveries before school, after school and during their assigned lunch period. Food deliveries will not be accepted outside of these established times. Furthermore, Madison School District is NOT responsible for any lost or undelivered food.

Food Services

Current information regarding Food Services at Madison High School can be found at: <https://www.madisonk12.us/departments/food-service>

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must have a completed permission form signed by the student's parent on file before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Jill Myers
3498 Treat Hwy. Adrian, MI 49221
(517) 265-1856
Jill.myers@madisonk12.us

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice

or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

All lost and found items are to be taken to the High School Office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Students may use the Media Center before school, during the day with a pass from their teacher, or when accompanied by their teacher for class time. Students should sign in and out when visiting the Media Center. Students should not be in the Media Center during lunch except when they have a pass from their teacher.

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

Students are to demonstrate respect, trustworthiness, responsibility, and good citizenship at all times. Food and drinks are not permitted in the library or computer

labs. Media Center computers are to be used for class project work only. All other school rules regarding technology use apply in the Media Center.

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

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

Public Display of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

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

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);

- g. dates of attendance (e.g., 2023-2027);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

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

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

Each user is responsible for all material sent and received under his/her account.

Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet or modem. Consent by the technology administrator or building principal must be obtained before any software is installed.

Users may not use File Transfer Protocol to access any inappropriate files, or files dangerous to the integrity of the local network or the Internet. It is the users responsibility to maintain the integrity of the private electronic mail system and for making sure all e-mail sent and received by him/her does not contain inappropriate material.

Students are not permitted to use/visit social networking sites on school computers without permission. *Such sites include, but are not limited to, Facebook, Twitter, Snapchat, & Instagram.*

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

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

First Offense: 1 day suspension

Second Offense: 1 day suspension and loss of all technology privileges.

Third Offense: 2 day suspension

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The Board designates the following individual to serve as the District's Threat Assessment Coordinator:

Jesse Rincon
School Resource Officer
jesse.rincon@madisonk12.us

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

The Transportation Office will be open during normal school hours on days that school is in session. Messages left on the transportation phone line (265-1845 ext. 133) will be returned during those hours. In the case of an emergency, please contact the High School Office (263-0742 ext. 153).

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.

9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Provisions of the handbook are in effect while a student is at the bus stop or on the bus. A student who fails to abide by these provisions will be held accountable according to the guidelines set in the handbook and will be subject to discipline commensurate with the offense and the degree of harm caused, up to and including expulsion from school.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences may not be progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

First Offense:

- The bus driver writes up the student.
- Administration will meet with the student and contact the parent.

Second Offense:

- The bus driver writes up the student.
- Administration will meet with the student and contact the parent.
- Student may be suspended from the bus for up to 5 days.

Third Offense:

- The bus driver writes up the student.
- Administration will meet with the student and contact the parent.
- Student may be suspended from the bus for up to 10 days.

Fourth Offense and Beyond:

- The bus driver writes up the student.
- Administration will meet with the student and contact the parent.
- Student may be suspended from the bus for up to the remainder of the school year.

****Students fighting on the bus will be suspended from the bus for up to 5 days upon their return to school.**

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Parents must provide written notes, faxed notes (265-1848), or e-mail (bill.obrien@madisonk12.us) if there are any transportation changes with a student. These notes must be sent to the transportation office by 9:00am so appropriate arrangements can be made. Phone calls will not be accepted.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event

unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

It is the student's responsibility to obtain a withdrawal form from the high school office before leaving Madison School. This form must be signed by the teachers, the librarian, and the class advisor to ensure that textbooks, Chromebook, library books, fund-raising money, etc. have been turned in. A student withdrawing must not disturb classes.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Infinite Campus.

To register for Infinite Campus, contact the building secretary.

Trimester Grading and Test Policy

All students will take an end-of-course assessment at the end of each trimester.

- Test schedules will be announced prior to the testing periods on the days set by the school calendar. **Students failing to show up to take a trimester test for a class will fail the trimester for that class.** If a student is going to be absent, a parent must call the school and talk to a principal on the test day before 8:00 a.m. to verify the student's absence for that day.

- The student's trimester final grade will be the average of the trimester **percentage** and the end-of-course assessment **percentage**. Grades will be computed by a percent average: A+=100%, A=93%, A- =90%, B+=87%, B=83%, B- =80%, C+=77%, C=73%, C- =70%, D+=67%, D=63%, and D- =60%. The end-of-course assessment will count 20% of the trimester grade. **Grade point averages are based on a 4.0 grading scale except grades earned in Advanced Placement courses will be weighted on a 5.0 scale.**

-For Michigan Merit Curriculum courses taught over 3 trimesters, a student must pass all 3 trimesters, or the overall percentage for all 3 trimesters must average to a 60%, to obtain full credit.

Student passes 2 out of 3 examples:

Tri 1 (70%) + Tri 2 (60%) + Tri 3 (45%) = overall average is a 58% [MMC credit not fulfilled...must retake at least 1 full trimester to earn credit]

Tri 1 (70%) + Tri 2 (60%) + Tri 3 (55%) = overall average is a 62% [MMC credit fulfilled]

Test Out Policy

Under Michigan legislation, high school students may request the opportunity to "test out" of any high school class they select. The intent of Section 1279b is to allow students to demonstrate knowledge and skills they already possess to enroll in higher level courses.

A student who successfully tests out of a course will receive credit toward graduation for the course. In order to earn credit via testing out, a student must score an 83% or higher on the course final exam or summative assessment. Students wishing to test-out of a course must make a formal request to the HS Counselor no later than two weeks prior to an academic trimester. Students who demonstrate mastery by scoring an 83% or higher will be awarded credit (CR) for the course. Some courses may require students to complete extended projects and/or research papers, in addition to passing the test out final exam. There are no study guides or review packets to prepare for these exams.

Michigan Merit Curriculum Graduation Requirements

The *Michigan Merit Curriculum* High School graduation requirements must be met in order to earn a Michigan High School Diploma.

Academic Requirements

Students will be promoted sequentially from 9th - 12th grades unless they are unable to accumulate a minimal number of credits. Students that fall behind in academic credit will be reclassified as a Freshman, Sophomore, Junior or Senior based on the number of credits they have earned prior to the school year. This status will remain constant throughout the entire year.

Grade Classification	Required Credits
Sophomore	6 credits
Junior	14 credits
Senior	22 credits

Seniors must complete all academic requirements before going through graduation exercises. Descriptions of all classes, and amount of credit given may be found in the "Course of Study Bulletin".

In addition, seniors must pass a minimum of fifteen (15) trimester courses during their senior year to qualify to participate in graduation exercises. This policy would also apply to students involved in Tech-Center., Co-Op. programs and related instruction. The Principal and the Director of Guidance will rule on special situations.

Credit Requirements

Mathematics 4-credits
Algebra I , Algebra II, Geometry, One math course in final year of high school
English Language Arts-5 Credits (4 credits)
English Language Arts 9, 10, 11, 12 *English 9, 10, 11 and 12 will consist of three full academic trimesters of English Language Arts for all incoming freshman
Science-3 Credits
Biology, Physics or Chemistry, One additional science credit
Social Studies-3 Credits
.5 credit Civics, .5 credit Economics, U.S. History and Geography, World History and Geography
Physical Education & Health- 2 Credits
.5 Health, 1.5 Physical Education
ONLINE Learning Experience - embedded throughout Michigan Merit Curriculum coursework
Visual, Performing and Applied Arts- 1 Credit
Sophomore Seminar - .5 Credit Senior Seminar - .5 Credit
Computer/Technology - 1 Credit
Foreign Language – 2 credits
Electives 4 credits
Total Credits: 31

(As established by the Michigan Merit Curriculum)

Online Learning Opportunities

Students may only enroll in Virtual Courses that are delivered through an accredited provider in which coursework is supervised and facilitated by a Michigan certified, highly-qualified instructor.

Enrollment

Students may enroll in an online class under the following circumstances:

Credit Recovery- A student must have previously been enrolled in the class and not earned credit.

Elective Courses not offered at Madison- A student may enroll in an elective course if there are no other courses offered that particular hour that they have not already taken.

*Any other situations not meeting the criteria listed above will require a written request submitted to the high school administration for approval.

Attendance

Regular attendance is required and students will be held to the established High School attendance policy.

Final Exam

A student must take the final exam at Madison and be supervised by a staff member. In addition, the final exam score must be 60% or higher to earn credit in the course.

Credit

If a student fails to complete a course during a trimester, the report card grade for that class will be “No Credit”. Students may be given the opportunity to finish a class after the trimester, but the grade earned will be reflected on the trimester report card it was completed in.

Students taking a semester course, will have semester grade(s) posted on the 2nd and/or 3rd trimester transcript. Students will earn 0.75 credits for each semester-long course.

(CAP) Culture of Achievement Program

Madison High School strongly believes that students who come to class consistently unprepared and/or without completed homework WILL NOT achieve to their fullest potential. In an effort to enable all students to be successful, Madison High School insists that students demonstrate initiative and take responsibility for their learning. Students who do not complete homework assignments or are failing a class will be referred to the Culture of Achievement Program (CAP). CAP is supervised by classroom teachers and runs from 2:45pm until 4:15pm, Monday through Friday. Students receiving a CAP referral are required to attend CAP until their homework assignment(s) is complete. Students completing assignments before 4:15pm may be signed out by a parent/guardian. Transportation for students living within Madison School District is provided.

****Parents whose child has received a CAP referral will receive notification via the Instant Alert System.***

****Students who have been assigned to CAP, but fail to attend will be assigned a long detention.***

Course Revision

Each student, with the aid of his/her parents and our staff is responsible for making up his/her own schedule. We expect each student to give considerable thought about his/her future goals prior to the selection of courses so that he/she will seek those courses which best suit his/her particular academic needs. We encourage any student,

or parent, to contact the Counseling Department if they have any questions regarding scheduling. Occasionally a student's schedule might need to be revised, such as job related changes for seniors or teacher-initiated changes. A student requesting a schedule change should follow the course revision procedure. Please note that no course changes will be made for reasons other than academics after a class has met four or more times.

Course Revision Procedure

1. Pick up a schedule change form from the Counselor's Office.
2. Fill out the form carefully, and specifically state the reasons for the request.
3. Have your parent sign the form, and turn it in to your counselor for review.
4. Your counselor will notify you if/when your request has been approved.
5. You are to follow your original schedule until you have been notified of a change.

Dual Enrollment

Dual Enrollment is an option open to our high school students.

To be eligible to enroll in a dual enrollment course through Madison High School, a student must meet the [Dual Enrollment Readiness Qualifying Assessment Scores](#). MHS Students are required to be enrolled in six (6) classes, but some of these could be at the college level. Classes that are taken at one of the local colleges should only be those that are not offered at Madison (*i.e. AP English is taught here, so students would not be permitted to take an English Course at the college*). Once a student has successfully completed and exhausted all course offerings within a content area, they may dual enroll in that area (*i.e. a student who has successfully completed Chemistry at the high school level, may then enroll in a Chemistry course at the college level.*)

College classes taken under the dual enrollment option will be paid for by Madison School. Students who have not met the [Dual Enrollment Readiness Qualifying Assessment Scores](#) are not eligible to dual enroll.

Students who are eligible to dual enroll and would like to take a class that is offered at Madison (*i.e. English, Calculus*), may do so at their **expense**.

Students taking college classes to fulfill a high school graduation requirement via dual-enrollment at Madison and/or via the College Now Program through the LISD Tech Center, will have course grade(s) added to their official high school transcript. If a college course does not fulfill a graduation requirement and a student wishes to have the course included on their high school transcript, then the student must submit a written request to the HS Counseling Office within the first week of the course.

College Courses posted to a students' HS Transcript will be awarded 0.75 credits per semester class.

Any student that is dual enrolled is responsible for their own transportation to and from the college class or classes, and must make sure that their college classes will not create an attendance or tardy concern for classes here at Madison. Arriving late to a Madison class because of a college class will not be accepted.

****Students interested in Dual Enrollment should contact the Counseling Office.**

Honor Roll & VIP Honor Roll

These are to honor students who have achieved academic success for the trimester. Students who meet the following criteria will be included in the Honor Roll:

- Maintain a "B" average, and can have 1 "C", if they have an "A",
- Students cannot have a "D or F"

Students that earn all A's and B's will be honored on the V.I.P. Honor Roll.

National Honor Society

The National Honor Society (NHS) recognizes and promotes the fine qualities of scholarship, leadership, service, and character. To be eligible for membership in the Madison chapter, students must have a minimum 3.50 NHS-adjusted GPA (official cumulative high school GPA plus 0.02 for each trimester completed with a grade of C- or higher: Advanced English 10, Trig/Pre-Calculus, Physics) after at least five high school trimesters. In addition, candidates who meet this scholastic requirement must be confirmed by faculty committee. The following process will be used:

- Online application and renewal of NHS membership will be active after second trimester grade cards are available. Students must complete the required forms by the posted deadline for consideration of NHS membership / renewal. No late forms will be accepted. Failure to submit a renewal application will result in the resignation of membership.
- The faculty committee will review the status of current members and new applicants. The qualities of scholarship, leadership, service, and character will be assessed.
 - Those who earn at least a four-fifths vote from the faculty committee are eligible for continued membership in the NHS.
 - Those who do not earn the required four-fifths vote from the faculty committee will receive written notification of probation. Failure to receive a four-fifths vote on future evaluations will result in loss of NHS membership.

- The committee will vote on each candidate's worthiness of NHS membership based on the qualities of leadership, service, and character.
- Candidates do not become members until they are inducted at the annual ceremony.
 - Those candidates who meet all of the NHS requirements will receive an invitation for membership in the NHS.
 - Those candidates who do not meet all of the NHS requirements will receive written notice.
- Student membership will be reviewed by the faculty committee at the conclusion of each trimester.
- Students who commit a "flagrant violation of school rules or the law" are subject to removal without warning (Article X.2).
- "Members who fall below the standards... shall be warned in writing... and given a reasonable amount of time to correct the deficiency (Article X.2).
- Members who resign or are dismissed are never again eligible for membership or its benefits.
- Members are required to attend monthly meetings and participate in chapter service projects. Any member with more than two absences not pre-approved with chapter advisor(s) will be placed on probation.
- Membership dues will be collected via MySchoolBucks at the beginning of each school year.
- These procedures are based on the national NHS guidelines; more information may be found at www.nhs.us.

NCAA Student Athlete Requirements

NCAA Bylaw 5-1-0) affects all high school athletes eligible for NCAA Division I & II athletic scholarships and those who plan to participate in any Division I or II athletic program as a non-scholarship athlete (walk on).

All athletes in high school or younger come under this rule. Only core courses are used in calculating GPA's.

The basic requirements are as follows:

Division I (Division II)

16 (16) Core Classes

4 (3) English

3 (2) Math – Algebra I and higher

2 (2) Science

1 (3) Additional English, Math, Science

2 (2) Social Science (World History, American History, etc.)

4 (4) Additional courses from any above area or foreign language

Earn a 2.3(2.2 Division II) GPA in core courses

A sliding scale based on GPA and SAT/ACT sum score is used to determine eligibility. The higher the college entrance test sub score the lower the GPA can be. This is a summary of the NCAA's requirements, and may be modified by the NCAA at any time. Madison has no control over the NCAA's eligibility determinations.

Participation in Commencement Exercises

Seniors must satisfy all of the academic requirements established by the Madison Board of Education to earn a diploma and pass a minimum of fifteen (15) trimester courses during their senior year to qualify to participate in graduation exercises. This applies to students involved in the Tech Center, Co-Op. programs and related instruction. The Principal and the Director of Guidance will rule on special situations.

In addition, students participating in Commencement Exercises must also follow the dress code requirements listed below:

- Graduates are not permitted to wear tennis shoes or flip-flops.
- Graduates are not permitted to wear jeans or shorts.
- Graduates are not permitted to change, alter, or add anything to the graduation gown.
- Graduates are not permitted to wear sashes or cords of any kind during the Commencement Ceremony, except those awarded by Madison School District and the LISD Tech Center.

Graduates who do not meet the requirements listed above, will not participate in Commencement Exercises.

Graduation Honors

Highest Honors.....G.P.A. of 3.95 or higher

High Honors.....G.P.A. of 3.90 - 3.94

Honors.....G.P.A. of 3.85 - 3.89

Students graduating with academic honors will be recognized with honor cords to be worn during commencement exercises. Class Rankings will still be listed on a student's final transcript.

Graduation Speeches

All honor students can request to be considered to give a speech at graduation. This request must be in writing and submitted to the principal's office before April 1st of the graduation year. Each student must then submit a written speech by May 15 and a committee of students and teachers will select (2) to be given at commencement.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Lindsay Crow at (517) 263-0741 x142 or lindsay.crow@madisonk12.us

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Lindsay Crow at (517) 263-0741 x142 and Section 504 Coordinator, Kristin Girbach x155.

Summer School

If the district determines there is a need for Summer School- parents and students will receive an invitation in June.

Work Permits

Information about work permits is available at the high school main office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District offers the following student clubs, activities, and athletics:

Athletic Website: <https://www.madisonk12.us/departments/athletics>

Additional Clubs and Organizations:

- Dungeons and Dragons
- Latino Student Union
- National Honor Society
- PBIS Student Lead Team
- Student Council

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see Policy 5507.

Equivalent Education Outside The Schools

The following guideline has been developed to communicate eligibility to participate with District-sponsored extracurricular activities and athletics for students choosing to enroll in the JC/LISD Academy: *A Regional Middle College*.

- A. Any student who enrolled in the JC/LISD Academy: *A Regional Middle College* is not eligible to participate with District-sponsored extracurricular activities and athletics.

- B. Any student who is enrolled in the Lenawee County Early College is eligible to participate with District-sponsored extracurricular activities and athletics.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

After-School Detention

Tuesday, Wednesday, and Thursdays

Short Detention: 2:45-3:30pm

Long Detention: 2:45-4:15pm

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

*A student missing detention (unexcused by administration) will be given double the original detention amount for the first offense, and will be suspended up to three school days for a second offense.

*A student that becomes a behavior problem while serving detention will be suspended up to 3 school days.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

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

Students who are suspended must have a parent/principal conference before the student is admitted back into school. Students suspended out-of-school will not be allowed to participate in, or attend, any school activities for the entire length (including weekends) of the suspension.

*If there is a school closure the day a student is assigned to an In-School or Out-of-School suspension, the day will be rescheduled.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code

of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

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

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

Academic Conduct/Academic Dishonesty/AI Policy

All students are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the teacher specifically says that it is not necessary.

All students are responsible for the information they submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain information or unethical content). Student use of AI tools must be properly documented and cited as outlined below:

Acceptable	Unacceptable
AI tools (e.g. ChatGPT, etc.) ARE permitted for the following: · Brainstorming and refining your ideas; · Fine tuning your research questions, · Drafting an outline to organize your thoughts; · Checking grammar style	AI tools are NOT permitted for the following: · Impersonating you in classroom contexts (e.g. discussion boards); · Completing group work that your group has assigned to you; · Writing a draft or a final writing assignment.

Plagiarism or any act of academic dishonesty, including the submission of assignments found to have used generative AI tools in unauthorized ways, will result in the following consequences.

First Offense: No credit. 1 long detention

Second Offense: No credit. 2 long detentions

Third Offense: No credit. 1 day suspension

Bullying and Other Aggressive Behavior Toward Students

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. School administration is in a position to take comments at face value. Such comments will not be dismissed as merely a “joke”.

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

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

Notification

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the superintendent should be filed with the Board President. The student may

submit the report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the inappropriate behavior and the nature of that behavior. Every student is encouraged to report any situation that they believe to be aggressive behavior directed toward a student. Formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

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

Definitions

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

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

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

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

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

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

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

Anti Harassment

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

substantiated, the District will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

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

Classroom Behavior

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

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

Cell Phones/Wireless Communication Devices

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

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

First Offense: Cell Phone/ Wireless Communication device will be confiscated and locked in the HS Office until the student serves a long detention. Once detention has been served, the device will be returned to the student.

Second Offense: Cell Phone/Wireless Communication device will be confiscated and locked in the HS Office until the student serves a long detention. Once detention has been served, the device will be returned only to the student's parent/guardian.

Third Offense: 1 day suspension

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

Criminal Acts

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

Dangerous Items

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

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

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

Dining Room Behavior

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

Students eating hot lunch should be quiet while going through the dining room line. Pushing, cutting in line, running, throwing food, general horseplay and being disrespectful will result in disciplinary action at the discretion of the principal ranging from:

- Cleaning the tables and floors
- Short/Long Detention
- Suspension for serious or repeat offenders

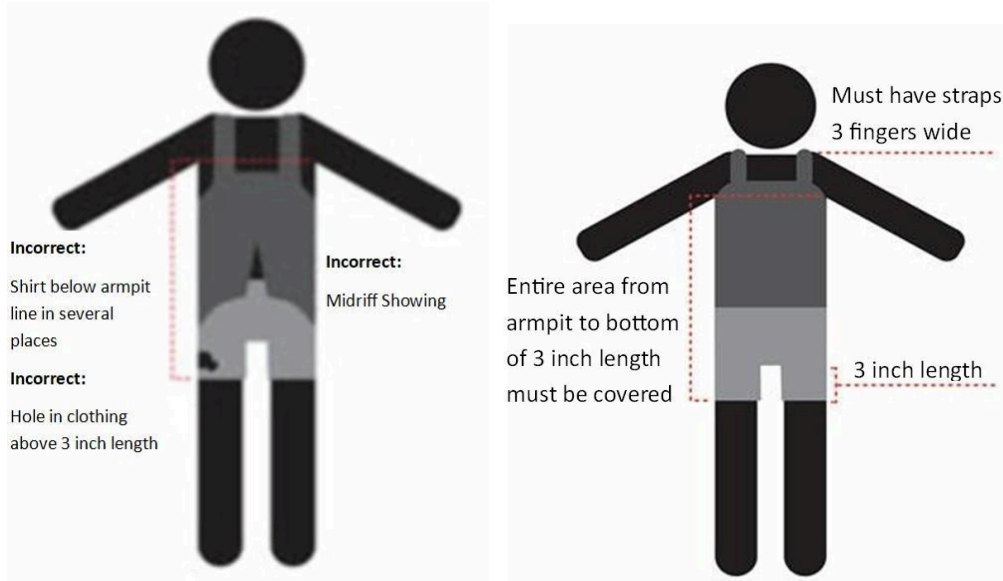
Disruptive Conduct

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

Dress Code

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

1. Students shall not wear distracting and/or inappropriate clothing, such as shirts with inappropriate wording, obscene or vulgar language or imagery; alcohol or tobacco logos; and pictures depicting alcohol, tobacco, or drug use, clothing that represents gang affiliation, or clothing that is a threat to a student's health and safety, etc. **Any items determined to be gang related will be confiscated and may be turned over to the police.**
2. Students shall not wear shoes without a hard sole (no slippers), hoods, bandannas, hats, gloves, and/or sunglasses at school. This is enforced both in class and in the hallways.
3. Clothing must cover areas from one armpit across to the other armpit, down to 3 inches in length on the upper thigh. Tops must have shoulder straps at least 3 fingers wide. Rips or tears in clothing should be lower than 3 inches in length.



Pants must be worn at the waist (top of the hip bone). Pants that do not stay at the waist are considered inappropriate school attire. All undergarments must be covered.

5. Undergarments /Sleepwear/Loungewear may not be visible and/or worn as outer garments.
6. Students shall not wear winter coats during the school day. In addition, students shall not bring blankets to class or wear gloves during class. (The classroom teacher when environmental conditions are extreme will exercise professional discretion.)
7. Students shall not carry backpacks/bags to and from class except for physical education courses. Computer cases and small pencil pouches are permitted.

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

Drugs and Alcohol

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also

prohibited. Sale also includes the possession or sale of over-the-counter medication to another student. Students in violation will be penalized as follows:

First Offense: Minimum 10 day Suspension

Second Offense: May bring a request from administration for expulsion

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

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

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

Drug Prevention Program

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

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

False Excuse or Lying

Students are expected to be honest and forthright when asked a direct question by the staff or administration. Being dishonest or withholding information is not acceptable. Students who are found to be lying or giving a false excuse will be assigned a long detention up to out-of-school suspension.

False Alarms, False Reports, and Bomb Threats

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

Fighting, Verbal Confrontation, & Dangerous Conduct

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

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

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

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

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

Forgery

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

Food Delivery

In an effort to maintain a school environment that provides our students and staff with a safe environment conducive to teaching and learning, food deliveries (Door Dash,

GrubHub, Uber Eats, etc) will not be permitted during instructional time. Students may only receive food deliveries before school, after school and during their assigned lunch period. Food deliveries will not be accepted outside of these established times. Furthermore, Madison School District is NOT responsible for any lost or undelivered food.

Hallway Behavior

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

Disciplinary action will range from:

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

Arson and Criminal Sexual Conduct

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

Nuisance Item

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

First offense: Object confiscated and student may pick up at the end of the school day.

Second Offense: Object confiscated and parent must pick up at the end of the school day.

Third Offense: Student receives one long detention. Object will be confiscated.

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

Physical Assault by Students Against School Personnel

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

Threat to Harm Personnel

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

Physical Assault Against Another Student

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

Possession of a Weapon

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

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

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

Public Display of Affection

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

First Offense: Verbal warning/sent to the office to call parents.

Second Offense: Sent to the principal's office and assigned detention.

Third Offense: 1 long detention. Parent must meet with the administrator.

Search and Seizure

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

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide safety and security for pupils and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and

locker contents at any time, without notice, without reasonable suspicion, and without parental/guardianship or pupil consent.

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

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

A student's person and/or personal effects on them (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials and that the search of those personal effects will reveal the illegal or unauthorized materials. A student's failure to permit searches and seizures as provided by this policy will be considered grounds for disciplinary action.

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

Stealing

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

First Offense: 3-5 day Suspension

Second Offense: 10 day Suspension

Third Offense: 10 day Suspension (possible expulsion)

Student Cooperation with and Respect for School Employees

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

First Offense: up to 5 day suspension

Second Offense: up to 10 day suspension

Third Offense: 10 day suspension (possible expulsion)

Technology Use/Internet Access

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

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

Each user is responsible for all material sent and received under his/her account.

Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the Internet or modem. Consent by the technology administrator or building principal must be obtained before any software is installed.

Users may not use File Transfer Protocol to access any inappropriate files, or files dangerous to the integrity of the local network or the Internet.

It is the users responsibility to maintain the integrity of the private electronic mail system and for making sure all e-mail sent and received by him/her does not contain inappropriate material.

Students are not permitted to use/visit social networking sites on school computers without permission. *Such sites include, but are not limited to, Facebook, Twitter, Snapchat, & Instagram.*

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

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

First Offense: 1 day suspension

Second Offense: 1 day suspension and loss of all technology privileges.

Third Offense: 2 day suspension

Tobacco Use

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

First Offense: 3 day Suspension

Second Offense: 5 day Suspension

Third Offense: 10 day Suspension (possible expulsion)

Use of an Object as a Weapon

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

Vandalism

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

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

Visitors

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

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

PBIS School Wide Matrix

Madison High School: Expectations Matrix

R.I.S.E. Up to the Madison Way All Day Every Day

	Common Areas (Hallways, Cafeteria, Restrooms, Parking Lot, Buses, and Locker Rooms)	Learning Spaces (Classrooms, Library, Gym)	Community (PAC, Guest Speakers, Field Trips, Events)	Technology (School and Personal Property)
Resilience I can overcome challenges.	Face challenges Be flexible and adaptable Resist peer pressure Follow the rules and hold others accountable	Work hard and be persistent Adjust to challenges Have the courage to ask for help	Be flexible and open-minded Ignore distractions Stay focused	Be patient and problem solve when technology is challenging
Integrity I can do what is right when no one is watching.	Use passes for intended purposes and return in a timely manner Show responsible behavior Have positive intentions for my actions and words Report safety concerns to staff members	Produce and submit your own work and hold others to the same standard Use appropriate language and volume Be responsible and accountable for your actions	Positively represent MHS Encourage others to do what's right	Use school-issued devices as educational tools Keep personal devices (cell phone, smart watches, airpods, etc.) put away during school hours
Show Respect I can appreciate others.	Use manners Use appropriate language and volume Honor personal space, belongings, and privacy Be patient Offer help to others	Raise hand and speak at appropriate times Stay engaged Follow rules set by teachers	Stay engaged Make meaningful contributions Value diversity	Take proper care and keep track of your device and accessories Use as directed by teacher
Employability I can prepare myself to be an asset in my community.	Positively represent MHS Use facilities appropriately Use passes for intended purposes and return in a timely manner Follow safety regulations	Be present and on time daily Bring necessary materials for class Follow directions the first time they are given Accomplish assigned tasks with pride Have a willingness to work with others	Be clean and well groomed Dress appropriately	Use school-issued devices as educational tools Bring laptop and charger everyday Keep personal devices (cell phone, smart watches, airpods, etc.) put away during school hours

2026-2027 Test Dates and Registration Deadlines

SAT Test Date	Regular Registration Deadline	Late Registration Deadline
August 22, 2026	August 7, 2026	August 11, 2026
October 3, 2026	September 18, 2026	September 22, 2026
November 7, 2026	October 23, 2026	October 27, 2026
December 5, 2026	November 20, 2026	November 24, 2026
March 6, 2027	February 19, 2027	February 23, 2027
May 1, 2027	April 16, 2027	April 20, 2027
June 5, 2027	May 21, 2027	May 25, 2027

ACT Test Date	Regular Registration Deadline	Late Registration Deadline
September 19, 2026	August 14, 2026	September 1, 2026
October 17, 2026	September 11, 2026	September 29, 2026
December 12, 2026	November 6, 2026	November 29, 2026
February 27, 2027	January 22, 2027	February 9, 2027
April 10, 2027	March 5, 2027	March 23, 2027
June 12, 2027	May 7, 2027	May 25, 2027
July 10, 2027	June 4, 2027	June 22, 2027

Madison High School Directory

	Email Address	Phone Ext.
Bielskis, Nathan	Nathan.Bielskis@madisonk12.us	401
Braman, Michael	michael.braman@madisonk12.us	416
Bross, Lisa	lisa.bross@madisonk12.us	210
Cantu, Heather	heather.warner@madisonk12.us	507
Carthew, Bryan	bryan.carthew@madisonk12.us	411
Cessna, Kyle	Kyle.Cessna@madisonk12.us	406
Cichy, Kelly	Kelly.cichy@madisonk12.us	422
Coward, Madison	madison.coward@madisonk12.us	420
Crow, Lindsay	Lindsay.Crow@madisonk12.us	142
Girbach, Kristin	Kristin.Girbach@madisonk12.us	155
Gordon, Stephanie	Stephanie.Gordon@madisonk12.us	423
Gravelle, Becky	Becky.Gravelle@madisonk12.us	432
Haeussler, Nate	Nate.Haeussler@madisonk12.us	414
Jackler, Sara	Sara.jackler@madisonk12.us	429
Jenkins, Javon	Javon.Jenkins@madisonk12.us	148
Jordan, Mindy	Mindy.Jordan@madisonk12.us	124
Laney, John	john.laney@madisonk12.us	413
Lobkovich, Christine	Chris.lobkovich@madisonk12.us	230
McGormley, Katie	Katie.mcgormley@madisonk12.us	427
Molnar, Jillian	Jillian.Molnar@madisonk12.us	424
Norlock, Betsy	Betsy.norlock@madisonk12.us	428
Overbey, Ramie	Ramie.Overbey@madisonk12.us	153
Pape, Jerry	Jerry.pape@madisonk12.us	418
Powers, Josh	Josh.powers@madisonk12.us	137
Rincon, Jesse	Jesse.Rincon@madisonk12.us	139
Roth, Melissa	Melissa.Roth@madisonk12.us	431
Schmidt, Logan	logan.schmidt@madisonk12.us	413
Squires, Julie	Julie.squires@madisonk12.us	419
Stelzer, Jennifer	Jen.stelzer@madisonk12.us	135
Tenhove, Allison	Allison.tenhove@madisonk12.us	425
Thomas, Kristin	Kristin.thomas@madisonk12.us	154
Thompson, Eric	Erik.thompson@madisonk12.us	421
Tibbetts, Erica	Erica.Tibbetts@madisonk12.us	354
Tripp, Aubryana	Aubryana.Tripp@madisonk12.us	208
Vanzile, Kristal	Kristal.Vanzile@madisonk12.us	127
Vogel, Evan	Evan.Vogel@madisonk12.us	426
Wallace, Rachel	Rachel.wallace@madisonk12.us	415
Walters, Michael	michael.walters@madisonk12.us	417
Wilharms, Bill	Bill.wilharms@madisonk12.us	204
Willingham, Laurie	laurie.willingham@madisonk12.us	430
Zeckner, Marcie	Marcie.zeckner@madisonk12.us	402

Be a Good Bystander

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

When speaking up, you might use words like...

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

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

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

“Hey Sara, come here a minute. I need to ask you something (show you something).”

“Hey Sam, Mrs. Smith (teacher/coach/adult) is looking for you. Come on.”

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

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

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

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

Privately support the target at a later time:

“I saw what happened. That was really mean and rude. Are you all right?”

“What they just did/said was really messed up. Are you ok?”

“I wanted you to know that most people don't agree with them at all.”

For gossiping, backstabbing, and rumor spreading:

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

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

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

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

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

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

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

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

Dealing with Aggression

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

~Excellent insult! I'll have to remember that one! ~ (*Smile*) Sweet! Thanks for sharing!

~Thanks! I appreciate that!

~Thanks! I didn't know you cared!

~ (*Laugh*) Good one! Did you come up with that all on your own?

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

~Sorry you feel that way.

~You're welcome to your opinion

~It's good to know how you see it.

Use a comeback in the moment and walk away:

~Nice try, but I don't think so.

~That makes you look bad.

~Whatever

~Must feel cool to be mean.

~I would care why?

~Your point is?

~Oh that's original!

~Tell someone who cares

~Should I cry now?

~That says more about you than me.

~Were you up all night thinking of that one?

~Putting people down must be your thing. Sad, but hey, whatever works for you?!

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

~Thanks for noticing!

~No kidding! What a surprise!

~So, your point is?

~Man, you're observant!

~What? You just now figured that out?!

~Thank you Captain Obvious!

~Your powers of observation are soooo amazing!

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

~Why would someone so nice say something so mean?

~Despite what you just said, I always thought you were a pretty decent person.

Teaser says: *Loser!* You say: *Sorry you feel that way. I always thought you were pretty cool.*

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

~That's getting old. If you do it again, I'm reporting it.

~That's weak. Give it up. If you do/say it again, I'm reporting it.

~What you are doing is harassment. If you don't stop, I'll be forced to report it.

Confront the ringleader privately later if it's safe. Stay four feet away. Use a calm voice and maintain a neutral expression. Maintain eye contact the entire time you are speaking. Have a script in your head beforehand and stick to it: I need to talk to you. You have been doing ____ to me. I would never do that to you, and it's not okay that you're doing it to me. You need to stop. If you don't stop, I'm reporting it. It's harassment and I'm not going to put up with it. (Immediately walk away when you are done speaking. Don't look back. Keep moving. If the behavior continues, report it.)

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

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

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

If someone is pushing, shoving, or threatening you:

Stay cool and say something like “A fight with you isn’t worth me getting suspended.”

Walk away calmly and confidently. If they follow you, don’t run or turn around. Walk to the nearest adult and ask for help.

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

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

APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)

3115 *Non-Discrimination, Anti-Harassment, and Non-Retaliation*

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

gal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 11, 2025

Date revised:

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in

those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
 - a. a District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
 - b. unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - c. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
 - i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
 - A. Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - B. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - C. Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of

the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

- D. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - E. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - F. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.
- ii. “Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - iii. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
 - iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
- 2. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
 - 3. “Appeals Officer” is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under

- this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
4. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
 5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
 6. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
 7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
 8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
 9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
 10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.
 11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
 12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator’s name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other

means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. course-related adjustments, such as deadline extensions;
- c. modifications to class or work schedules;
- d. provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. no-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

- a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or

Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. a copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. the sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. a statement that the Respondent is presumed not responsible for the alleged conduct;

- d. a statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. a statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. a statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. allegations;
- b. informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and

- d. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully

respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- a. afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- a. identification of the sexual harassment allegations;
- b. description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
 - i. notification to the parties;
 - ii. party and witness interviews;
 - iii. site visits;
 - iv. methods used to collect evidence; and
 - v. hearings held.
- b. factual findings that support the determination;
- c. conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- d. a statement of, and rationale for, the result as to each allegation, including:
 - i. a determination of responsibility;
 - ii. any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
 - iii. whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- b. appeal rights.

2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.

- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

B. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. the Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;
- b. the Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. the Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. the Respondent's enrollment or employment ends; or

- c. specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular “party,” “Complainant,” or “Respondent” include the plural, as applicable.

D. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. offering the parties school-based counseling services, as necessary;
3. providing the parties with academic support services, such as tutoring, as necessary;
4. rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. moving the Complainant’s or the Respondent’s locker or work space;
6. issuing a “no contact” directive between the Complainant and Respondent;
7. providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. additional staff training;
3. a climate survey; or
4. letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

B. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

E. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. the definition of sexual harassment;
2. the scope of the District's education programs or activities;
3. how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to

investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Date adopted: August 11, 2025

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct

using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

- a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

2. “Telecommunications service provider” means any of the following:

- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave,

data transmission, or radio distribution system, network, or facility;
or

- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

gal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: September 8, 2025

APPENDIX C: PARENT INVOLVEMENT IN EDUCATION

5401 *Parent Involvement in Education*

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
3. A copy of this Policy must be included in the Student Handbook.
3. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

Date adopted: September 8, 2025

APPENDIX D: PROTECTION OF PUPIL RIGHTS

5308 *Protection of Pupil Rights*

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of

attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

1. student’s and Parents’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

B. Inspection of Instructional Material

Parents may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;

3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

gal authority: 20 USC 1232h

Date adopted: September 8, 2025

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

5309 *Student Records and Directory Information*

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
 - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
2. “Personally identifiable information” means a student’s name; the name of a student’s Parent or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific

student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information
 - a. student names, addresses, and telephone numbers;
 - b. photographs and videos depicting a student's participation in school-related activities and classes;
 - c. date and place of birth;
 - d. major field of study;
 - e. grade level;
 - f. enrollment status (e.g., full-time or part-time);
 - g. dates of attendance (e.g., 2023-2027);
 - h. participation in officially recognized activities and sports;
 - i. weight and height of athletic team members;
 - j. degrees, honors, and awards received; and
 - k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student's education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student's records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

A school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an

administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);
3. a Parent or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

The District will not disclose a student's or Parent's phone number or address or the Parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's Parent notifies the District that the student or the student's Parent has obtained a participation card issued by the department of attorney general.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;

7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its disclosure and the rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; *Records Retention and Disposal Schedule for Michigan Public Schools*

Date adopted: September 8, 2025

APPENDIX F: ACCEPTABLE USE AGREEMENT

3116 *District Technology and Acceptable Use*

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

A. Children's Internet Protection Act

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors].
8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their Parent; and
- students in grades 6 and below and their Parent.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

1. A statement that:

- a. use of District technology resources is a privilege that may be revoked at any time;
- b. a user has no expectation of privacy when using District technology resources;
- c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- d. District technology resources may not be used to bully, harass, or intimidate others;
- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
 - a. accessing other user accounts or files without authorization;
 - b. conducting personal business or activities;
 - c. accessing pornography;
 - d. communicating inappropriately with students;
 - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
 - f. accessing or downloading unauthorized software or programs.
2. A requirement that users report any material that is threatening, harassing, or bullying.
3. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

- a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.
- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
 - i. Ensure that all background applications and alternative websites are disabled on testing devices.
 - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
 - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

2. Penalties

The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s Parent, may access a school library terminal that is not restricted from receiving such material, if any.
2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a Parent do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.
3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

gal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: August 11, 2025

APPENDIX G: ATHLETIC CODE OF CONDUCT

Participation in Madison School District's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Mindy Jordan

(517) 263-0741 x124

Mindy.jordan@madisonk12.us

Available Sports

Football, Volleyball, Cross Country, Golf, Basketball, Wrestling, Bowling, Competitive Cheer, Softball, Baseball, Track and Field

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

Before allowing a student to participate in any athletic activity, the District will annually:

1. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and
2. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association and Madison School District.

I. Prior Trimester Requirement

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

II. Current Trimester Requirement

A student failing two or more classes will be ineligible for a minimum of one week and until passing work is done in at least five classes. If, because of special circumstances, a student is enrolled in less than five classes, that student must continually pass all of those classes.

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

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

APPENDIX H: CONCUSSION

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

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

UNDERSTANDING CONCUSSION

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

WHAT IS A CONCUSSION?

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

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

IF YOU SUSPECT A CONCUSSION:

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

SIGNS OBSERVED BY PARENTS:

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

CONCUSSION DANGER SIGNS:

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

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

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

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

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

APPENDIX I: SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act

- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called “Criminal Sexual Conduct.”

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn’t consent to sexual acts, it is sexual assault.

What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won’t be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you’re not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you (“I have a friend who...”).
- If the first person isn’t helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don’t be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** <https://mcedsv.org/hotline/>

Youth Resources Web Page: <https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).