

# **MADISON HIGH SCHOOL**

**Home of the Patriots**



**2010 – 2011**

**Student Handbook**

**Madison High School**

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**STUDENT HANDBOOK**

**2010 – 2011**

**This Handbook**

**Belongs to:**

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## **Welcome students and parents!**

Welcome to Madison High School. The school faculty and staff are looking forward to working with all students and parents to make this year an excellent one for everyone. The information contained in this handbook will be a tremendous help as students plan their year and their course of study while at Madison High. We have high expectations for our students and encourage them to set high goals for themselves as well. Students should plan with their parents so the courses they take are suitable to their career path. Students have options available that will allow them to pursue a rigorous academic path aimed at a preparation for post-secondary studies and/or to develop skills that prepare them for pursuit of a career after graduation.

Students, remember to take pride in yourself and what you do, knowing that your actions and achievements reflect on you, your family and your school. Our hope is that our school and our students will consistently be a model of excellence in all aspects of academics and athletics.

We are very proud of programs we offer our students, and we encourage you to become involved in a variety of school activities that will help you make the most of being a Madison High student. Good luck and best wishes for a great year!

Sincerely,

Tony Tipton, Ed. D.  
Principal

Mrs. Carolyn Franklin  
Mr. Steve Bowlin  
Assistant Principals



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## **BUILDING/GROUNDS POLICIES**

**SCHOOL PROPERTY SHALL INCLUDE ANY SCHOOL BUILDING, FURNITURE, LOCKERS, EQUIPMENT, TEXTBOOKS, BUSES, PUBLIC SCHOOL CAMPUS, PARKING LOT, RECREATIONAL AREAS, OR ATHLETIC FIELD UNDER THE CHARGE OF THE PRINCIPAL.**

### **School Hours**

Madison High School campus is open from 7:30 AM until 3:30 PM. Monday through Friday. Classes start at 8:00 AM and end at 3:00 PM.

### **Supervision**

All students must be out of the building and off school property by 3:30 PM unless under the direct supervision of a faculty member/coach participating in a school sponsored activity. On non-school days, students must be under the direct supervision of a faculty/staff member.

### **Damages**

Students are required to pay for damages to school property, furniture, equipment and books GS 115-149.

### **Areas “Closed” or “Off” limits**

Students are not allowed in areas designated “Closed” during lunch or other designated times. Students should only be in the office area for official school business or when called. **During lunch period(s) students are restricted to the cafeteria area and front patio only.** All other areas are considered closed to students. For safety reasons, closed areas include: front circle, all parking lots, field house area, vocational shop area, and past the first steps of the cafeteria patio.

### **Elevators/Lifts**

Elevators/Lifts in the gym, locker room, and in the main building are to be used only by special needs students and faculty/staff members.

### **Lockers**

Lockers are school property and are subject to search by school officials for any reason at any time without notice, without student consent and without a search warrant. Rent will be \$15.00 for lockers. The school is not responsible for items stolen or missing from lockers.

### **Parking Lots**

Juniors and seniors who wish to park at Madison High School will be allowed to purchase a parking permit on a "first come first served" basis. Vehicles must display a student-parking tag. Madison High School reserves the right to suspend parking privileges when improper use of vehicle occurs on campus. Parking fees will not be reimbursed. Parking permits will be \$40.00. **No student may return to vehicles or be in the student parking lot during the school day.**

### **Restrooms**

Students are not allowed to loiter (hang-out) in restrooms. Only one person is allowed in a bathroom stall at a time. Students are not allowed to block the entrance/exist to restrooms.

## **CAFETERIA RULES AND POLICIES**

All students are expected to wait their turn in the lunch line. They are also expected to return their plates to the counter and leave their tables clean when they finish eating.

Breakfast – \$1.00 Students / \$.30 Reduced / \$1.25 Adults

Lunch – \$2.00 Students - \$.40 Reduced / \$3.00 Adults

All food and drink must be treated appropriately and consumed in the approved area. No food is allowed to be consumed in the lunch line.

## **CHEATING**

Students are expected to do their own work. Cheating includes both providing work to another or accepting that which is not your own. Plagiarism/Cheating will result in disciplinary action by the classroom teacher and/or administration.

## **MEDICATION POLICY**

Students are not to have medication in their possession at school- whether prescription or over-the-counter. Medicines are dispensed by the school nurse or office assistant. Any student needing to take

medicine during the school must bring their medicine in the original container to the school nurse or office assistant as soon as they arrive on school campus. This medicine will be stored in the office until needed. The school staff members are not allowed to dispense any personal over-the-counter medicine to any student.

## **Madison High School Attendance Policy**

### **Rationale**

The Madison High School faculty, staff, and administration affirm that student attendance has a significant and positive influence on student achievement. Further, this group recognizes the importance of both regular attendance and punctuality to all employers and to the institutions of citizenship. For these reasons, Madison High School applies the following procedures in an effort to teach our students the value of regular attendance and punctuality.

It should be noted that any absence from school is considered detrimental to student achievement. Students who meet attendance requirements must also meet academic requirements to pass the course.

### **Attendance Policy**

1. Students will be allowed to miss 5 unlawful or undocumented days from any class and still receive credit for that class. Students over this limit will receive a failing grade for the course and will not receive credit.
2. Students must be present for 75 minutes in order to be counted present for the class period.
3. Three tardies will be recorded as a single absence. Excessive tardies will be handled in accordance with the school's disciplinary policy.
4. Students can miss any number of days, which meet the Public School of North Carolina "School Attendance Policy on Lawful Absences." Of the statements that follow, those in italics are lifted directly from the Public Schools of North Carolina's "School Attendance and Student Accountability Manual 2006-2007."

- a. *Illness or Injury: When the absence results from illness or injury which prevents the student from being physically able to attend school. To appeal an absence based on illness or injury, the student MUST have documentation from a medical professional or organization (parental notes will not suffice). That documentation MUST be submitted within 5 school days following the student's return to school. Illnesses or injuries (sick days) which do not require medical attention will be counted towards the student's 5 day limit.*
- b. *Quarantine: When isolation of the student is ordered by the local health officer or by the State Board of Health. To appeal an absence based on quarantine, the student MUST have documentation from the local health department or the State Board of Health. That documentation MUST be submitted within 5 school days following the student's return to school.*
- c. *Death in the Immediate Family: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not limited to, grandparents, parents, and siblings. To appeal an absence based on death in the immediate family, the student MUST complete an appeal form and supply all requested documentation. The appeal form MUST be submitted within 5 school days following the student's return to school.*
- d. *Medical or Dental Appointments: When the absence results from a medical or dental appointment of a student. To appeal an absence based on Medical or Dental Appointments, the student MUST have documentation from a medical professional or medical organization (parental notes will not suffice). That documentation MUST be submitted within 5 school days following the student's return to school.*
- e. *Court or Administrative Proceedings: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative*

*tribunal*. To appeal an absence based on Court or Administrative Proceedings, the student MUST have documentation from the court or the administrative body. That documentation MUST be submitted within 5 school days following the student's return to school.

- f. *Religious Observance: When a student is absent due to a religious observance in accordance with local board policy.* To appeal an absence based on religious observance, the student MUST produce documentation demonstrating the observance was in accordance with local board policy. That documentation MUST be submitted within 5 school days following the student's return to school.
- g. *Educational Opportunity: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence.* The attendance committee must receive requests for prior approval including all required forms and information, 5 school days before the absence occurs. Students may not appeal an absence based on Educational Opportunity after the fact. **College visits will fall under the purview of Educational Opportunities.**

- 5. Students who believe they meet the standard for a Lawful Absence can submit proof of such to the attendance committee not more than 5 school days following the students return to school. In addition, students with special circumstances can appeal absences to the attendance committee.
  - a. The attendance committee will be made up of five members (3 teachers, 1 administrator, 1 student services representative) and 2 alternates (teachers). When applicable, the school nurse and/or and Exceptional Children's teacher may also be required to hear appeals.
  - b. A minimum of three members must be present for all votes regarding absence appeals.
  - c. The committee members will serve with emphasis placed on maintaining consistency and fairness. If a sufficient number of teachers do not volunteer to serve on the committee, the Principal may appoint teachers to the committee.

6. **Students with more than 5 unlawful absences, but not more than 8 unlawful absences**, will be allowed to attend after school attendance remediation on a “time for time” basis. One and one-half contact hours will be equal to one period (block) of attendance.
7. Attendance remediation must be made up before the end of each semester. Failure to complete the attendance remediation or to maintain attendance according to program requirements will result in a grade of F for all courses over the limit of unlawful absences.
8. Attendance remediation will be offered at a **cost per session** for students who are at 6, 7, or 8 unlawful days.
9. Students cannot “Bank” days in tutoring to count towards attendance remediation; this process will begin only after the fifth unlawful absence. (On the 6<sup>th</sup> unlawful absence)
10. Students and parents are encouraged to monitor their attendance responsibly. Connect-Ed calls will be sent for any student who is tardy or absent. If a student feels that his/her attendance is inaccurate, they need to contact their teacher.
11. Any appeal to the policy will go to the attendance committee and then to the principal before it goes to the superintendent or the Board of Education.
  - According to state policy, and incomplete grade is a failing grade. **Failure to remediate and pass 3 out of 4 classes by the end of the semester will result in the termination of driver’s license and ineligibility of extra curricular activities.**
  - Attendance remediation will be offered near the end of each semester. **The student will be charged for these sessions.**

## **DISCIPLINE POLICY**

It is the belief of the administration and staff at Madison High School that good discipline is essential for effective learning. Every student will receive a positive, nurturing interaction with faculty, staff, and administrators. Each student has a right to be free from the distractions caused by inappropriate behavior of others. We further believe that a role of the school is to teach responsible behavior. The discipline plan at Madison High School is one strategy to achieve this goal. Students will attend all classes on time and cooperate in an orderly school and

classroom atmosphere. All students who are out of class that are not under the direct supervision of a teacher must have a valid hall pass.

**SEVERE CLAUSE:** The administration reserves the right to accelerate students to advance or different consequences for rule violations according to the severity of the incident.

**Lockers are the property of Madison High School and subject to search at any time.**

**Time Out** - Period spent in the ISS room

**Lunch detention** – Students assigned lunch detention will report to ISS and will be served a bag lunch. Students in lunch detention will not miss instructional time, just the chance to socialize with their friends during lunch time.

**ISS** - In School Suspension (Students who leave school to avoid serving ISS WILL serve their ISS once they return to school.)

**OSS** - Out of School Suspension - After a maximum of 5 days OSS has been assigned, a student could be referred for placement in the alternative school. **A student suspended from school is not allowed to enter any Madison County School campus at any time during the suspension. This includes any social function or sporting event that takes place during or after school hours.**

**Hearing Board** - Due process hearing for long term suspension

**Parent Contact** - Contacts by phone, letter, email, and/or home/work visit

**SSMT** - Student Services Management Team

**AFTER 7 FULL DAYS ISS PER YEAR, OSS WILL BE USED FOR ALL OFFENSES**

### **Level I**

Teacher/Administration reserves the right to accelerate according to the severity of the referral.

- Public display of affection
- Failure to participate in class
- Class misbehavior
- Rude to classroom teacher or substitute
- Failure to follow classroom rules
- Cut teacher detention (break, lunch, etc.)
- Excessive tardies – on the 6<sup>th</sup> tardy

### **Level I Consequences: (SSMT Conference)**

1 <sup>st</sup> Referral	-	1 Block ISS 2 Days
2 <sup>nd</sup> Referral	-	1 Block ISS 3 Days

3 <sup>rd</sup> Referral	-	1 Full Day ISS
4 <sup>th</sup> Referral	-	3 Full Days ISS

After the 4<sup>th</sup> referral – OSS (10 Day suspension, plus the possibility of long term suspension, through hearing board process)

**NOTE:** Teacher may use teacher detention in lieu of referral if desired. If teachers have a situation that needs immediate attention for the good of the class, they may contact ISS and send the student to “Time Out” with work.

**Level II**

- Possession of cigarette lighter or matches
- Excessive horseplay or disrespect to other students
- Present in an unauthorized/closed area
- Failure to follow reasonable request
- Inappropriate language or gesture (verbal or written)
- Failure to follow school policy
- Littering school grounds
- Cutting class or leaving class without permission
- Internet policy violations
- Misconduct (including all school events)
- Possession of a knife (knife will be confiscated, turned over to law enforcement)

**Level II Consequences: (SSMT Conference)**

1 <sup>st</sup> Referral	-	1 Day ISS
2 <sup>nd</sup> Referral	-	2 Days ISS
3 <sup>rd</sup> Referral	-	3 Days ISS

After the 3<sup>rd</sup> Referral – OSS (10 Day suspension, plus the possibility of long term suspension, through hearing board process)

**Note:** The new School Violence Prevention Act (“Prevention Act) N.C. Gen. Stat. §§ 115-407.5 through 115-407.8, has refined “bullying or harassing behavior.” “Bullying and harassing behavior” is now broadly defined to include any activity that places a student or employee in actual or reasonable fear of harm and/or creates a hostile learning environment including harassing behavior based on differentiating characteristics (i.e. race, gender, physical appearance, sexual orientation, etc).

### **Level III**

- Disrespect to faculty or staff including all school events on or off campus
- Bullying - harassment – hazing
- Truancy or leaving school without proper permission
- Transporting another student of campus without parent permission (may result in loss of driving privileges)
- Forgery/plagiarism/providing false ID
- Providing false information, written or verbal to anyone in authority
- Tobacco use on school grounds (any time)
- Possession of tobacco or tobacco like products (Bacc-Off). Products will also be confiscated.

### **Level III Consequences: (SSMT Conference)**

1 <sup>st</sup> Referral	-	3 Days ISS
2 <sup>nd</sup> Referral	-	2 Days OSS
3 <sup>rd</sup> Referral	-	3 Days OSS

After the 3<sup>rd</sup> Referral – OSS (10 Day suspension, plus the possibility of long term suspension, through hearing board process)

### **LEVEL IV: (REPORT TO LAW ENFORCEMENT)**

- Vandalism/tampering with surveillance equipment (Student will also make restitution)
- Fighting – students may be charged with 1<sup>st</sup> fight, and will be charged after 2<sup>nd</sup> fight
- Theft (Student will also make restitution)
- Possession of fireworks, stink bombs, etc.
- Insubordination
- Gross disrespect to faculty or staff including all school events on or off campus (This includes, but is not limited to inappropriate language toward faculty, staff, or general public)
- False 911 calls
- False fire alarm
- Indecent exposure
- Sexual harassment –verbal or physical abuse of a sexual nature
- Bullying - harassment – hazing – physical or implied threats, (written or verbal) this shall include, but not

limited to fighting, abuse, hazing, or language that is clearly intended to instigate an assault situation.

**Level IV Consequences:**

1<sup>st</sup> Referral - minimum 2 Days OSS  
2<sup>nd</sup> Referral - minimum 3 Days OSS  
After the 2<sup>nd</sup> Referral – Hearing Board

**Level V: (Report To Law Enforcement)**

- Conduct directed at disrupting the educational process
- Physical violence or violent threats
- Sexual offenses
- Consensual sex – involving willing participants
- Illegal possession or use of alcohol, drugs, or drug paraphernalia, including counterfeit or synthetic drugs
- The use of anything considered a weapon (knife, brass knuckles, paintball, etc.)
- Possession of explosives

**Level V Consequences:**

1<sup>st</sup> Referral -10 Days OSS  
Possible Hearing Board  
2<sup>nd</sup> Referral - 10 Days OSS (Hearing Board)

**Level VI:**

- Violation of Gun-Free Schools Act by bringing a fire arm, bomb, or powerful explosive device to school
- Communicating bomb threats

**Level VI Consequences:**

365-Day Suspension (one year after Hearing Board)

**TARDIES**

It is important for students to report to class on time. Any student arriving after 8:00 a.m. must sign in at the office to get an admit slip before being allowed into class. Three unexcused tardies per class equals one absence. In an attempt to keep students in class and cut down on the number of day's assigned ISS, **lunch detention** will be used. **Lunch detention** is where a student eats in ISS, a bag lunch is

provided to all students assigned lunch detention. The student does not miss instructional time, just the chance to socialize with friends.

**Tardy to Class (unexcused)**

- 1st - Warning by classroom teacher
- 2<sup>nd</sup> - Warning by classroom teacher
- 3<sup>rd</sup> – 5<sup>th</sup> - Equals one absence, assigned lunch detention
- 6<sup>th</sup> - Equals two absences, Level I offense – ISS assigned

**BUS TRANSPORTATION**

Madison County's goal is to provide safe transportation for all students. All buses and designated bus stops are an extension of the school and fall under the supervision of the school. The school discipline policy applies to all riders.

Any student going to another location other than their designated bus stop must have a signed note by a parent/guardian indicating the reason for the request. Students should take the note to the main office at the beginning of the school day and parents will be called to verify the request. Permission will be granted only if space is available.

**EARLY DISMISSALS**

All early dismissals will go through the main office with a sign out process. Proper parent/guardian notification will be required. Regardless of age, students will not be allowed to leave without proper parent/guardian notification. **Early dismissals will NOT be given for lunch. Students will not be allowed to leave campus to eat lunch and return.**

- In accordance with Madison County Schools (policy #4210), all early dismissal notes will be verified with a phone call to parent/guardian.
- Early dismissals will be given to students during passing.
- End-of Course testing days, parents must provide written note with contact information on the day before for early dismissal.

**CONTROL OF PERSONAL COMMUNICATION DEVICES (Cell Phones) ON SCHOOL PROPERTY**

- A student in public school shall not use a personal communication device (PCD) during instructional periods including tutoring.

Allowed Use:

- Students may use a PCD before and after school.
- Students may use a PCD while participating in extra-curricular activities, especially to keep parents informed about times to pick them up at school.

Storage:

- It will be the responsibility of the student to safeguard and store the PCDs during school hours. Lockers or personal vehicles are preferred.
- The school is not responsible for the safe keeping or security of PCDs.
- Improper use of PCDs during allowable times will result in the loss of the privilege to bring it to school.
- Possession of a PCD when the privilege has been lost may result in suspension from school.

**Discipline for Use During Prohibited Times**

- 1<sup>st</sup> offense – PCD will be taken and given to the administration. Teacher will make phone call to parent. PCD will be given back at the end of the day.
- 2<sup>nd</sup> offense – the PCD will be taken and the parent or guardian will need to meet with the administration to get it back
- 3<sup>rd</sup> offense – administration’s discretion
- Refusal to give the teacher or staff member a device when asked is an act of willful disobedience (Insubordination) which is a **Level IV** rules violation.

**Definition**

**A PCD is defined as any telecommunications device that emits an audible signal, vibrates, displays a message, allows communications between individuals, or otherwise summons or delivers a communication to the possessor.**

**The use of electronic devices other than PCDs in class will be at the discretion of each classroom teacher during appropriate times. Misuse will result in disciplinary action.**

**STUDENT DRESS CODE**

School dress and grooming shall be modest and decent. Apparel or appearance that tends to draw attention to the individual rather than learning must be avoided. **Clothing should also be size appropriate.** In matters of opinion, the judgment of the school administration will prevail. The following restrictions will be enforced.

- Any type of apparel that is “suggestive” in nature by either sex is unacceptable. Dress that could disrupt the educational process or compromise the safety of students and staff is forbidden. This list includes but is

not limited to the following: exposed undergarments, exposed cleavage, shirts that show midriffs and sheer/see-through garments. Shoes or sandals must be worn at all times.

- No hats, headscarves, or bandanas will be worn in the building as headgear or accessories.
  - 1<sup>st</sup> offense -Hats, headscarves, bandanas will be taken for the remainder of the day.
  - 2<sup>nd</sup> offense - Hats, headscarves, bandanas will be taken for the remainder of the semester.
  - After 2<sup>nd</sup> offense – Administration’s discretion.
- Wearing a “hoodie” can result in ISS or OSS.
- Clothing with words or symbols displaying vulgar, profane, or offensive statements or clothing that depicts or advertises violence, alcoholic beverages, illegal drugs, tobacco, or gang affiliation is unacceptable and may not be worn on campus.
- Shirts must have a two-strap minimum. Straps must be wide enough to cover undergarments at any time. Minimum of three fingers wide at the shoulders. No spaghetti straps will be allowed. No exposed skin Undergarments must be worn. The length of shorts and skirts must extend at least as far as the tips of the fingers when arms are extended downward. Chains over 4” long are prohibited.
- Pajamas, bedroom slippers, or blankets are prohibited.

### **Consequences**

**1<sup>st</sup> offense** Non-adherence to the above restrictions will result in a call to parents to provide appropriate dress or student has option to wear school-provided clothing.

**2<sup>nd</sup> offense** and others afterward will be considered a level II offense (failure to follow school policy).

### **OSS/MAKE-UP WORK POLICY**

No work will be given to students that are assigned OSS for misbehavior except for what state law requires. The state law says:

**“The principal of a school, or his delegate, shall have authority to suspend for a period of 10 days or less any student who willfully violates policies of conduct established by the local board of education: Provided, that a student suspended pursuant to this subsection shall be provided an opportunity to take any quarterly,**

**semester or grading period examinations missed during the suspension period.” --NC Gen. Stat.115C-391**

A student suspended from school is not allowed to enter any Madison County School campus at any time during the suspension. This includes any social function or sporting event that takes place during or after school hours.

### **ATHLETICS**

Madison High is a member of the North Carolina High School Athletic Association (NCHSAA). As a member, Madison High is required to follow all the rules and regulations of the NCHSAA. This includes semester eligibility requirements of at least 85% attendance and passing at least three academic subjects. Every athlete must also have a complete physical examination annually. Madison High School is part of the “**One Way to Play**” program

### **FUND-RAISING**

No one will be permitted to engage in private fund-raising activities on campus. School fundraising must have board approval. No foods may be sold on school grounds before the final lunch period is over. This includes items such as drinks, suckers, candy, etc.

### **DRIVER’S EDUCATION**

Driver’s education is offered to students at Madison High School after school hours. Driver’s education includes 30 hours of class work (3:30 to 6:30 for 10 days) and six hours of driving. Driver Education is not affiliated with Madison High School.

### **DRIVER’S LICENSE/DROPOUT PREVENTION**

#### **A Student Losing Driving Privileges**

North Carolina law mandates that students under 18 years of age may have their learner’s permit or license revoked for the following reasons:

- Dropping out of school
- Failure to pass 3 out of 4 courses in a semester or 70% of their classes on the 4X4 block schedule, per semester.

Parents will be notified of the revocation of the learner’s permit or driver’s license and will have the option of requesting a waiver based on

a hardship. Parents will be given 10 days to return a Hardship Form and provide documentation to support the request. **Hardship cases are rare and are reserved for extreme situations.** The certificates are processed through the School Social Worker's office.

**Madison County will not grant permission for any student under the age of 18 to drop out of high school to attain their GED. Under North Carolina state law – any student dropping out of school for the purpose of attaining their GED, will have to wait six months from the drop out date to start the GED process.**

### **Lose Your Cool, Lose Your License**

**Students less than 19 years of age, North Carolina law allows for the suspension of a student's permit or license for a period of one year for the following reasons:**

- **The possession or sale of an alcoholic beverage or an illegal controlled substance on school property**
- **The possession or use on school property of a weapon or fire arm that resulted in a disciplinary action under G.S. 115C-391(d) or that could have resulted in a disciplinary action if the conduct had occurred in school**
- **The physical assault on a teacher or other school personnel on school property**

### **SCHOOL DANCES**

School dances are for current Madison High students only, with the exception of Prom (other guidelines apply to prom.) Any student who has dropped out of school during the school year will not be allowed to attend the prom, If any student has reenrolled back in school that student must have been back in school one month prior to the prom.

### **HEALTH SERVICES**

If a student becomes ill at school, he or she should report to the main office. If a student needs to go home because of illness, the office will make the necessary arrangements. The school nurse is available within the system.

### **INSURANCE**

Accident insurance will be available to all students. Regular school time insurance covers students while at school or in direct route to and from school. Twenty-four hour coverage covers injuries except varsity

football. Varsity football insurance only covers injuries occurring during practice or games.

## **COLLEGE VISITATION**

See Attendance Policy

## **TRANSCRIPTS**

All transcripts must be requested in writing from the Guidance Department. The guidance secretary keeps a transcript request book. You must sign and date this book in order to receive a certified transcript. After graduation transcripts must be requested in writing from the Central Office and there is a \$3.00 fee.

## **DRIVING AND STUDENT PARKING**

Juniors and seniors who wish to park at Madison High School will be allowed to purchase a parking permit on a "first come first served" basis. Madison High School reserves the right to suspend parking privileges when improper use of vehicle occurs on campus. Parking fees will not be reimbursed. Parking permits will be \$40.00.

## **PARKING**

All student and faculty parking will be assigned.

Cars without a valid parking permit, parked in the wrong space or on campus during parking suspension are subject to a fine. All cars must be registered in the office and have a permit.

Any referral from the SRO or reported by teacher:

- |                          |   |
|--------------------------|---|
| 1 <sup>st</sup> Referral | -Warning  |
| 2 <sup>nd</sup> Referral | -Loss of parking privileges 3 days                        |
| 3 <sup>rd</sup> Referral | -Loss of parking privileges 5 days                        |
| 4 <sup>th</sup> Referral | -Loss of parking privileges the remainder of the semester |

(Parking privileges may be suspended the remainder of the year if deemed necessary.)

**NOTE:** Reckless driving on campus at any time may result in loss of driving privileges for the remainder of the school year.

## **LOCKERS**

All lockers are the property of Madison High School and will be inspected periodically. School authorities may inspect lockers for any

reason at any time without notice without student consent and without a search warrant. Rent will be \$15.00 for lockers.

### LOST AND FOUND

If you have lost or found an item, contact the JROTC Program. All clothing items will be discarded after one week.

### TOBACCO



Students, parents, and faculty are not allowed to have tobacco on campus at any time! North Carolina state law requires all public schools and grounds are TOBACCO FREE.

### ACCIDENTS

Any accident should be reported to the Assistant Principal. This information is important for insurance claims. Teachers must fill out an accident report in the office.

### TRANSFERS/WITHDRAWALS

A student is eligible to attend Madison High School only if he/she is living with a parent, legal guardian or spouse whose residence is within Madison County. Students wishing to attend Madison High School who are not legal residents of Madison County should contact the school superintendent to request a transfer **and the transfer must be approved by the school board**. The parent must be present when the child is enrolled in school and should bring a withdrawal form from the previous school, birth certificate, and immunization records and if available, previous school records. Residency must be verifiable. **Students living outside Madison County wishing to attend Madison High School must reapply to the school board for the transfer annually.**

Students withdrawing from Madison High School prior to graduation must complete a withdrawal form. The parent or legal guardian must come to the school office and sign the official withdrawal form.

## **NEW STUDENT REGISTRATION POLICY**

Transfer students and returning dropouts are eligible to attend Madison High School if they are living with a parent, legal guardian, or spouse whose legal residence is within Madison County. Residence must be verifiable. Students who wish to attend MHS and are not legal residents of Madison County should contact the superintendent's office for a transfer application. When a student registers, the parent, legal guardian, or spouse must be present to complete the following:

1. Student, parent, legal guardian data form
2. Request for release of records (from previous school)
3. Primary language form (Federal form)
4. Student transportation form
5. Shot records information sheet (due in NC within 30 days)
6. Attendance policy form
7. PE physical (9<sup>th</sup> grade only)
8. Lunch form
9. Affidavit (G.S. 115C-366 (a4)) to be returned to MHS the following day.

## **STUDENTS ENROLLING FROM HOME SCHOOL**

In order to receive credit at MHS for courses completed in a Home School program, parents/guardians must present the following documentation for review.

\_\_\_\_ A copy of the Home School license received from the Department of Nonpublic Instruction.

\_\_\_\_ A copy of attendance for each semester or year in attendance at the Home School.

\_\_\_\_ Any standardized testing showing levels of mastery in subject areas.

\_\_\_\_ A portfolio of work samples and evaluations in each subject area for which the student wishes to receive credit at MHS.

If test scores or portfolio samples do not clearly convey a grade level mastery of the subject area, MHS reserves the right to require the student to take and pass a final exam in each of the subject areas in question. Grades from home school courses shall not be used to determine honor student status.

## **STUDENT SERVICES**

The Student Services Department at Madison High School is made up of two school counselors, a social worker, and the Student Services Management Team (SSMT).

### **SCHOOL COUNSELOR**

School Counselors are assigned to students based on their grade level. One counselor is assigned to 9<sup>th</sup> and 11<sup>th</sup> graders, and one to 10<sup>th</sup> and 12<sup>th</sup> graders. The schedule rotates each year so that a student entering the 9<sup>th</sup> grade may keep the same counselor for four years.

Counselors assist students in all grade levels with their social, academic, and career development. This includes short-term and crisis individual counseling, group counseling, student advocacy, conflict resolution/mediation, and participation in parent conferences and IEP meetings as needed. Counselors also link students and parents with resources within and outside of the school. Parents are encouraged to be involved in promoting their child's success, and are invited to attend specially planned Parent Night presentations (as announced in newsletters) and to call their child's grade level counselor with questions or concerns.

Counselors also promote career development and college preparation through planned activities with each grade level.

<b>9<sup>th</sup> Grade</b>	Career Development Plans
<b>10<sup>th</sup> Grade</b>	Career development and college planning guidance classes
<b>11<sup>th</sup> Grade</b>	Junior Guidance Groups
<b>12<sup>th</sup> Grade</b>	Senior Guidance Groups to help with college admission, scholarships, need-based financial aid as well as other post-graduation plans. (Students should sign up to be called in as needed.)

Other duties of the Counselors include: academic advising, college admission support, new student registration, college entrance exam and Advanced Placement test coordination. Coordination of all school academic award programs as well as the NC Scholar Award Program. AB-Tech class coordination, arranging guest speakers and enrichment programs, and assisting students in finding enrichment opportunities such as summer and after school programs.

### **SCHOOL SOCIAL WORKER**

The school social worker is a part of the Student Services Program and provides these resources:

1. Liaison between the school, home and community resources in resolving problems of school adjustment and attendance
2. Referral to community agencies for help in problems such as individual and family counseling, family violence, substance abuse and crisis intervention
3. Assistance to students who may be contemplating dropping out of school
4. Help to students and families in crisis by reducing tensions and providing needed support or counseling
5. Advocacy for students to ensure their educational, legal and personal rights are not violated
6. Participates in SSMT

### **STUDENT SERVICES MANAGEMENT TEAM (SSMT)**

The SSMT is a comprehensive prevention and intervention program for students characterized by a team approach and designed to provide education, prevention, early identification, intervention referral and support services for students exhibiting risk behaviors, which are interfering with their education. SSMT fosters risk reduction and encourages students' success in school by addressing barriers to learning.

- Accepts referrals from anyone. Sign-in with student services secretary.
- Meets with students, parents, teachers, community professionals and school staff.

### **ACHIEVEMENT HONORS PROGRAM**

The Madison County Board of Education and the County Commissioners sponsor an annual program to recognize outstanding academic achievement among Madison High School students. The following categories of students will be recognized as high achievers during the annual student recognition program:

1. Students who are in the top 10% of their class according to their cumulative weighted grade point average on the 150<sup>th</sup> day
2. Students who have a **current** weighted grade point average of 3.75 on the 150<sup>th</sup> school day will be recognized. Current grade point average is calculated using only grades earned during the current school year
3. Students who have maintained perfect attendance for the school year. Perfect attendance is awarded if a student has been in class every class period, with no absences and no

tardies, during the school year on the 150<sup>th</sup> day. Absences and tardies may **not** be made-up for perfect attendance.

### **NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM**

To qualify for the NC Scholar recognition the following requirements must be met by graduation:

- 3.5 unweighted GPA
- 4 credits in English
- 4 credits in math: Algebra I, Geometry, Algebra II and a higher math
- 3 credits in science: Biology, Earth/Environmental, Chemistry or Physics
- 3 credits in social studies: US History, World History, Civics
- 2 credits in the same foreign language
- 1 credit in healthful living
- 1 credit in a Career and Technical Education course
- 1 credit in a Fine Arts course: music, art, drama, band
- 5 credits of elective courses to include at least two second level or advanced courses.

### **HONOR GRADUATES, MARSHALS, USHERS**

(All grade point averages are based on weighted scores as required by State Board Policy)

1. All seniors who earn a 4.0 or better cumulative GPA on the 150<sup>th</sup> school day of the 12<sup>th</sup> grade will be recognized as "high honors graduates".
2. All seniors who earn a 3.50 – 3.99 cumulative grade point average on the 150<sup>th</sup> school day of the 12<sup>th</sup> grade will be designated as "honor graduates".
3. All juniors who are in the top 10% of the class as of the 150<sup>th</sup> school day of the 11<sup>th</sup> grade will be graduation marshals. All juniors who are in the top 11%-15% as of the 150<sup>th</sup> day of eleventh grade will be named graduation ushers.
4. The valedictorian and salutatorian will be recognized. The designation for valedictorian and salutatorian will be decided by the last senior student day. All grades from any online classes or college classes that count as high school credit will be included. The senior with the highest cumulative grade point average will be named the class valedictorian. The senior with the second highest cumulative grade point average will be named salutatorian. Students with an incomplete grade will not be considered.

5. NC Scholars will wear NC scholar medallion, will receive a designated seal on their diploma and will be noted in the graduation program.
6. Honor graduates will be eligible to wear a gold tassel and gold cords for graduation.
7. High Honor graduates will be eligible to wear a gold collar for graduation.
8. National Honor Society members will be eligible to wear a blue collar for graduation.
9. Students must purchase their own cap and gown, chords, tassels, and pictures.

### **GRADUATION PARTICIPATION REQUIREMENTS**

At the principal's discretion, any student involved in a senior prank or other serious misconduct may be prohibited from participating in the graduation ceremony or receiving a diploma. The principal may take other disciplinary action in accordance with the Student Code of Conduct.

#### **To participate in graduation exercises a student must:**

1. meet all financial obligations by the last day of school
2. complete units of credit as required and meet NC standardized testing requirements
3. complete all requirements for a high school diploma or certificate.
4. have a signed (by student and parent) Graduation Policy contract on file.

### **EARLY RELEASE PLAN**

Students who have completed their graduation requirements by January of their senior year may choose not to take classes in the spring semester of their senior year provided they meet the following requirements:

1. Must have completed a minimum of 28 units of high school credit, including all courses required for high school graduation.
2. Must have passed or exempted all of the North Carolina Competency Tests.
3. Must attend college, community college, work full-time, be a full-time apprentice or be enlisted in the military starting in January of their senior year.

If you are eligible for the Early Release Plan, you must:

- Contact your school counselor to let her know of your intentions
- Complete the appropriate forms in the Guidance Office by December of your senior year
- Complete a Senior Sign-Out form and turn it in to your counselor on your last day of classes
- Meet all financial obligations (lost books, library fees, etc.) by December 15<sup>th</sup>.

Members of the Madison High School senior class who participate in the Early Release Plan may, at the discretion of the principal or designee, be permitted to attend the Junior-Senior Prom. A Prom Attendance Agreement must be completed, approved by administration and filed with the Prom Committee. Applicants must meet with the principal and agree to the terms of this agreement to be considered for this privilege. Students who have met the requirements for early release, but choose to enroll in the spring semester of their senior year have until the 10<sup>th</sup> day of that semester to withdraw their enrollment and take early release. **Failure to drop within the 10 days will result in failing grades in the spring courses which will impact the student's GPA.**

Students who choose to participate in the Early Release program assume the responsibility for staying in contact with the school and checking the school's website to stay current with deadlines, scholarships, the senior class portrait date and other important events.

### **PARTIAL COURSE LOAD (SPRING)**

As of spring semester 2008, Madison County Schools' Board of Education has approved for qualifying seniors to take a partial course load in the spring of their senior year. In order to qualify to take a partial course load, the senior must not need four courses in the spring in order to graduate at the end of the spring semester. The minimum number of courses a senior can take is two. The courses must fall consecutively during the school day (i.e. 1st/2nd/3rd periods or 2nd/3rd/4th periods). A student may not leave the Madison High campus during one period and return later in the day for another class. A student must have parent/guardian permission as well as transportation to register for a partial course load. Seniors with partial course loads should only be on campus during their scheduled MHS courses.

### **CAREER DEVELOPMENT PLANS**

Students attending Madison High School will be asked to choose a course of study/career pathway and develop an individual career

development plan. This plan will identify the specific courses students plan to take during their four years at Madison High. The plan will be a process of evaluation by students to identify an area of study and specific courses to take that will prepare them to meet their future goals. Assistance in developing this plan will be provided by counselors, parents and faculty advisors. Students who entered Grade 9 for the first time prior to 2009-2010, must select and pass one of four courses of study as described below under **Career Pathways Course of Study Options**. Students entering Grade 9 for the first time in 2009-2010 must follow the **Future Ready Core Course of Study**, as described below.

### **Career Pathways Course of Study Options**

**College/University Prep** - This course of study requires students to take a rigorous series of courses that will prepare them for admission standards at most four-year colleges or universities. **BE SURE TO CHECK WITH SPECIFIC COLLEGES AND UNIVERSITIES FOR THEIR ENTRANCE REQUIREMENTS!** Completion of this Course of Study does not mean that a student must go to college, but it does give him/her the best preparation to pursue any option after graduation.

**College Tech Prep** - This course of study requires students to take a series of rigorous courses in both the academic and vocational-technical areas (specifically, students must take four credits in an identified vocational-technical area to include a starred level course).

**Career/Prep** - This course of study meets the BASIC graduation requirements for a high school diploma in the state of North Carolina. students must complete either four credits in a specific vocational-technical pathway that includes a starred level course or 4 courses in JROTC or one area of fine arts.

**Occupational** - This course of study is designed for certain students in the Exceptional Children's Program whose Individualized Education Plan calls for specialized courses in occupational English, Math, Science and Social Studies.

### **Future-Ready Core**

Beginning with the 2009-2010 ninth grade class, all students will be expected to meet the requirements outlined under the North Carolina Future-Ready Core Course of Study. The primary differences between this course of study and previous courses of study are:

- An additional mathematics course for those students who previously did not pursue the College/university Prep Course of Study.

- A requirement for ALL students to complete six elective credits.
- A requirement for ALL students to complete four of the six elective credits in a concentrated area.

By taking four elective credits in a concentrated area, students can tailor their course concentrations to fit their interests and goals while building a strong academic foundation. Under the six total elective units required for graduation, four elective credits (a four course concentration) could be taken from one of the following areas of focus:

- Career & Technical Education
- ROTC – Junior Reserve Officer’s Training Corp
- Fine Arts Education
- Core Curriculum (any combination of math, science, social studies, language arts and/or second language)

The remaining two electives must be any combination from Career and Technical Education, Arts Education or Second Languages.

For some students with learning disabilities, the Occupational Course of Study will remain an option.

### **CALCULATIONS FOR CLASS RANK AND GRADE POINT AVERAGE**

The calculations for class rank and grade point average are based on a standardization of: (1) academic course levels; (2) grading scales; and (3) the weighting of course grades. The class rank is based on a weighted grade point average in which a single (1) quality point or weight is added to passing grades earned in Honors courses or two (2) quality points are added to passing grades earned in Advanced Placement courses.

### **GRADUATION PROJECT**

The purpose of the Graduation Project is to provide an opportunity for seniors to demonstrate the knowledge they have gained and the maturity they have achieved during their high school careers. The Graduation Project gives students a chance to choose an area of study, to combine different disciplines, to satisfy specialized curiosity and to utilize individual talents in a productive manner. The project provides a chance to make the high school experience a meaningful and practical one.

The Graduation Project is a three-faceted production. The first involves research and then writing a documented research paper on a topic selected by the student. The second facet of the project allows application of the information gained in research to manufacture a product, demonstrating mastery of the topic. For instance, a student

interested in woodworking might research Shaker furniture design and then build a chair in that style. A minimum of fifteen hours, which has been verified by an adult mentor, is required. The third facet requires a six to eight minute speech, followed by a five minute question and answer period, in which students discuss their project, research, and self-learning. Students speak to a board consisting of teachers and members of the community. The project serves as the final exam for English IV, and all parts must be completed successfully by passing each facet of the Graduation Project in order to fulfill the requirements for graduation.

## **SCHEDULING AND GRADING**

### **Scheduling**

Student registration and course selections are completed in the spring. Many hours have been dedicated to creating a master schedule. The number of various classes, staffing needs, use of personnel, and balancing of class size were based upon the choices you made during the spring registration. The registration form you submitted is on file and serves as verification of your choices. Therefore, barring an error or oversight on the school's part, these schedules will not be changed once school begins in the fall.

Students may pick up schedules at school during the week of schedule pick-up. At this time students may request a schedule change if we have made a mistake. At this time students may also rent a locker and purchase a parking tag. The exact date and information will be on the report card mailed to all students at the end of the school year and the "Connect Ed" calling system will be used to remind parents and students about one week prior to the dates.

### **Grading**

Madison High School's grading system includes two semesters consisting of two nine week grading periods. End-of-course exams will be given as required. Semester exams will be given the last days of each semester. The state end-of-course exams or teacher-made final will count 1/4 of the semester average. All students must take exams on the scheduled exam days. Credit will be awarded after the completion of each block.

#### Grading Code:

93-100	A	Excellent Work
85-92	B	Better Than Average

77-84	C	Satisfactory
70-76	D	Needs Improvement
BELOW 70	E	Unsatisfactory (Not Passing)

### GRADING SCALES FOR STANDARD COURSES

The conversion of grades to quality points is standardized statewide. Grades and corresponding number of quality points are shown below.

96%-100%=4.0	90%=3.25	85%=2.625	80%=2.00	75%=1.375
95%=3.875	89%=3.125	84%=2.50	79%=1.875	74%=1.25
94%=3.75	88%=3.00	83%=2.375	78%=1.75	73%=1.125
93%=3.625	87%=2.875	82%=2.25	77%=1.625	72%-70%=1.00
92%=3.50	86%=2.75	81%=2.125	76%=1.50	69%=0.00
91%=3.375				

### GRADE CLASSIFICATION

9 <sup>th</sup> Grade	-----	Completion of the 8 <sup>th</sup> grade
10 <sup>th</sup> Grade	-----	6 credits
11 <sup>th</sup> Grade	-----	12 credits
12 <sup>th</sup> Grade	-----	20 credits

### EXAM EXEMPTION POLICY

Students are exempt from final exams with the following conditions:

- 0 days absent and a "C" average
- 1 day absent and a "B" average
- 2 days absent and an "A" average

**No exemptions are made for courses that have the state End of Course or VOCAT exams.**

### CREDIT RECOVERY PROGRAM

Madison High School provides opportunities, for students who qualify, to receive credit through our Course Recovery (APEX) program during the school year. **There will be a charge of \$50.00 for the first course and \$25.00 of each course thereafter.** All credit recovery must be made up within the semester it is started.

## **SUMMER SCHOOL**

Summer school for credit recovery will be offered at the end of the spring semester. Students must be in good standing with attendance and have a final grade of 60 – 69. Summer school offers a student the chance to earn “extra credit” to move the final grade to 70. The APEX program will be used and the above listed fees will apply.

## **STUDENT GOVERNMENT ASSOCIATION**

Madison High School Student Government Association is made up of fifteen representatives. There are three elected representatives from each grade and three student body officers: President, Vice-President and Secretary/Treasurer.

SGA projects work toward building student body participation, school spirit, and motivation. SGA members are the official student representatives for Madison High School. SGA encourages students to become active in the life of Madison High.

Elections for the positions are held each spring. Voting is done by secret ballot. Students interested in running for office must have a cumulative GPA of 85 or 2.63; they cannot miss more than 24 periods in one semester and must have 3 teacher recommendations. All candidates running for a class office must file a petition of 50 signatures from their respective class. All candidates for student body offices must file a petition of 100 signatures from the entire student body. Prior to the elections, students running for office must make a speech to their respective class during an assembly. In the event of a tie in the election, a run-off will be held to determine the winner.

## **ACADEMICALLY & INTELLECTUALLY GIFTED PROGRAM**

To appropriately serve gifted students, the Madison County School System has established the following goals for the AIG program:

1. To identify students who perform or show potential for performing at remarkably high levels of accomplishments
2. To provide educationally appropriate differentiated learning experiences which stimulate and challenge intellectual growth
3. To provide an array of services in a variety of settings which will meet the needs of the highly able learners
4. To complete on-going reviews of the gifted education program to assess strengths and needs

The service delivery options for MHS depend on the student's interest and success in prior courses. The following options are available for students at MHS:

1. Advanced Placement Courses
2. Honors Courses
3. Independent Study Opportunities
4. Concurrent/Dual Enrollment
5. The county AIG coordinator is available to provide resource support to teachers and students and communicate with parents.

### **MEDIA CENTER**

The Madison High Media Center is a critical element in students' intellectual development, promoting the love of learning and conveying the importance of using and evaluating information and ideas throughout life. The media center is also an important supplement for teachers in planning and pacing their curriculum. The media center personnel work closely with teachers and students in planning, scheduling, and using the many resources available in the media center to promote student learning. Those resources include the Internet and an automated card catalog.

The media center operates on a flexible schedule and classes are scheduled by teachers as needed to use the resources in the media center to supplement the curriculum. Teachers schedule time and bring their students to use the computer lab, use equipment, work on research projects, and check out books. Students are encouraged to come individually before school, during breaks, during lunch, and after school to use computers, equipment, books, magazines, or any resources needed for homework assignments, projects, personal interest and/or reading.

The media center's goal is for patrons to be able to access information from all resources, to instill in all students the joy and love of reading, and to encourage each one to become a lifelong learner.

Each year students have the opportunity to use the Internet at MHS with parental and/or guardian's consent. They also have the opportunity to have their picture, projects and/or web pages posted on teacher's web pages with parental and/or guardian's consent. Forms will be provided for parental and/or guardian's permission. These signed forms are kept on file in the media center so teachers know whether or not parents and/or guardians have given permission to either use the Internet or have their picture or work posted on a web page or both.

## NATIONAL HONOR SOCIETY

The National Honor Society is the organization that recognizes outstanding student scholarship and promotes character, leadership, and community service. Members are responsible for continued demonstration of these qualities. Members must participate in one community service activity to maintain good standing. To be eligible for membership, a student must be a sophomore, junior, or senior who has a cumulative scholastic average of at least 93. Induction ceremonies are held in the spring semester of the school year.

## A-B TECH HUSKINS COURSES

The Huskins Bill is an act of the North Carolina legislature that provides funding for college level courses for high school students. Madison High is fortunate to be able to offer several Huskins courses to MHS students. However with the privilege of earning the combined college credit and high school credit responsibility comes. Students must follow both A-B Tech's guidelines as well as the high schools. They must provide their own transportation and attend A-B Tech classes even if the college's schedule differs from that of the high school. Absences that may be excused at the high school (for sports events, field trips, etc) will not be excused at A-B Tech. Huskins courses are offered between 8:00 A.M. and 3:00 P.M. and textbooks are available for these classes from the MHS Media Center. **If you choose to drop the course, it must be done before the first 10 days of the Madison High School semester, not the first 10 days of the college semester. Failure to drop within the first 10 days of the high school semester will result in failing grades in the spring courses which will impact the student's GPA.**

## Appeals for EOC and VOCATS Test Standards

The teacher and/or parent of a student who fails to meet the test standard within the regular testing and retaking periods may appeal to a committee to have the test standard waived. The committee will consist of the principal, the appealing teacher, another teacher from the same department, and one other staff member familiar with the student. The parent of the student being presented to the appeals board may be present as a non-voting party member and may speak on behalf of the student.

The teacher must appeal any student who has received a passing grade in the course but did not meet the test standard. The appeal will be judged on the ability of the teacher and the student to prove, through documentation.

A student, who has completed a course twice and on both occasions passed all standards except the test standard, will be awarded credit for the course and the test standard will be waived.

**Exceptional Children**

Exceptional children, enrolled for a diploma, will be held to the same standards as all other students. Students who are exempt from the regular testing program are also exempt from the test standard.

**Limited English Proficiency**

LEP students enrolled in a course will be held to the same standard as all other students. Students who are exempt from the regular testing program are also exempt from the test standard.

**END-OF-COURSE TEST REVIEW PERIOD**

Madison County Board Policy states that the week before EOC test there are to be NO field trips, activity periods, or any activity that disrupts test review by teachers.

**ARMED SERVICES VOCATIONAL APTITUDE BATTERY  
(ASVAB)**

Each fall, a three hour standardized test is given to interested sophomores, juniors and seniors, free of charge whether they are considering the military after high school or not. Students are tested in ten areas, which include general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto and shop information, mathematics knowledge, mechanical comprehension, and electronics information. These scores are used in career planning. This is an optional test.

**SAT, ACT, AND PSAT TESTS**

The Preliminary Scholastic Assessment Test/National Merit Scholarship is a qualifying test better known as the PSAT/NMSQT. Madison High School offers the PSAT once a year on a Wednesday in mid-October. This test is a slightly shorter version of the Scholastic Assessment Test (SAT). However, it is constructed from questions used on previous SAT's. It will closely resemble the new SAT, with the exception of the writing component. **Students interesting in taking the SAT and ACT need to see the guidance department.**

## **ACCUPLACER**

The federal Carl Perkins III Act requires all schools to test Career/Technical concentrators on their Academic Attainment. The test for Academic Attainment is called ACCUPLACER. The test covers the areas of reading, writing, math and elementary algebra. The test is an online assessment and should last no longer than 120 minutes. The number of concentrators tested and their scores play a part in Madison's vocational funding. In addition, the ACCUPLACER is A-B Tech's placement test. The score will remain on file at A-B Tech for three years following graduation and may be used for placement in classes at A-B Tech. This test was developed by College Board, as was the SAT.

## **NCAA CLEARINGHOUSE**

The NCAA has established the Initial Eligibility Clearinghouse to determine if high school student-athletes meet the NCAA academic standards to participate in freshman college athletic programs. Students must apply to the clearinghouse and be "certified" before they can participate in any type of collegiate athletic program, regardless of whether they hope to be a scholarship-athlete or a "walk-on" athlete. The student should initiate the process at the beginning of the junior or senior year. To register, prospective student athletes should access the registration materials by visiting the clearinghouse web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). The student must request that a copy of the official student transcript and SAT/ACT scores be sent by the school with the registration. Counselors will assist students with this process but students must initiate the application.

## **ANNUAL PUBLIC NOTICE**

### **A. Student Records: Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act ("FERPA"), a federal law, gives parents and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

□ The right to inspect and review your child's education records within forty-five (45) days of the day the school receives a request for access. You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.

□ The right to request an amendment of your child's education records if you believe they are inaccurate or misleading. You should write the school principal, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.

□ The right to consent to disclosure of personally identifiable information contained in your child's education records. FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. By law, we are required to give you specific notice of the following three exceptions:

1. Disclosure to school officials who have a legitimate educational interest in the education record. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A school official is: (i) a person employed by the School District as an administrator, supervisor, teacher, counselor or support staff member (including health or medical staff and law enforcement unit personnel); (ii) a person serving on the School Board; (iii) a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or (iv) a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his tasks.

#### **EDUCATION LAW MEMORANDUM**

2. Disclosure of education records, including disciplinary records of long-term suspension or expulsion, upon request, to officials of other school districts in which a student seeks or intends to enroll.

3. Disclosure of "directory information" about a student, unless you have advised the school to the contrary.

The School District has designated the following information as directory information:

Student's Name	Degrees, honors, and awards received
Address	Date and place of birth
Telephone listing	Electronic mail address
Photograph	Participation in officially recognized activities and sports
Major field of study	Weight and height of members of athletic teams
Grade level	Most recent educational agency or institution attended
Dates of attendance	Enrollment status

- The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- i. A playbill, showing your student's role in a drama production;
- ii. The annual yearbook;
- iii. Honor roll or other recognition lists;
- iv. Graduation programs; or
- v. Sports activity sheets, showing weight and height of team members.

- Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

- In addition, under federal law, we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students, unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.

- If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the School District must be notified in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of your enrolling in the School District. For your convenience, a form that can be used for this purpose is provided at the end of this Notice.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**B. Non-Discrimination: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504); and The Americans with Disabilities Act of 1990 (ADA)**

It is the School District's policy not to discriminate on the basis of race, ethnic origin, sex or disability in its educational programs, activities or employment policies.

For inquiries or complaints or to request a copy of the School District's grievance procedures, please contact:

Title IX Coordinator: Mrs. Debra Frisby	504/ADA Coordinator: Dr. Kathy Ray
Madison County Schools Central Office 5738 US Highway 25/70 Marshall, NC. 28753 Phone: 828/649/9276 Fax: 828/649/9443	Madison County Schools Central Office 5738 US Highway 25/70 Marshall, NC. 28753 Phone: 828/649/9276 Fax: 828/649/9443

**C. Students with Disabilities: Individuals with Disabilities Act (IDEA)**

Pursuant to the IDEA, a federal law, the School District must provide special education services to all children residing in the school district who are between the ages of 3 and 21 who have been diagnosed with or are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Dr. Kathy Ray  
Madison County Schools  
Central Office  
5738 US Highway 25/70  
Marshall, NC. 28753  
Phone: 828/649/9276  
Fax: 828/649/9443

**D. Homeless Students: McKinney-Vento Homeless Assistance Act**

For information concerning the educational rights of homeless students, please contact:

Mr. Randy Ramsey  
Madison County Schools  
Central Office  
5738 US Highway 25/70  
Marshall, NC. 28753  
Phone: 828/649/9276  
Fax: 828/649/9443

**E. Student Health: N.C.G.S. § 115C-375.4**

With the passage of N.C.G.S. § 115C-375.4, the School District must provide families with information on Influenza and Meningococcal diseases and the vaccines that are available to prevent each. Influenza (“flu”) is caused by a virus that spreads from infected persons to the nose or throat of others. Influenza can cause fever, sore throat, chills, coughs, headache and muscle aches. Anyone can get influenza. Most people are ill with flu for only a few days, but some get much sicker and may need to be hospitalized. Influenza causes an average of 36,000 deaths each year in the U.S., mostly among the elderly. Influenza vaccine is available in two types. Inactivated (killed) flu vaccine, given as a shot, has been used in the U.S. for many years. A live, weakened vaccine, FluMist, was licensed in 2003. It is sprayed into the nostrils. It is available for persons age 5-49 years of age. Influenza viruses change often. Therefore, the influenza vaccine is updated every year. Protection develops in about two weeks after getting the shot and may last up to a year. The best time to get the vaccine is in October or November. Contact your local health department or physician for more details on cost and time vaccine will be available. Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of the brain and spinal cord coverings. Meningococcal disease can also cause blood infections. About 2,600 people get meningococcal disease each year in the U.S. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another 10% have chronic complications. It is most common in infants less than one year of age, international travelers, and people with certain medical conditions. College freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease.

Learn more about these vaccines by consulting with your family doctor or nurse or contacting the Madison County Department of Public Health at: 828/649/3531 or contacting the Centers for Disease Control and Prevention (CDC) at 1-800-232-2522 (English) or 1-800-232-0233 (Spanish) or visiting <http://cdc.gov/vaccines/>.

Title IX Coordinator: Mrs. Debra Frisby	504/ADA Coordinator: Dr. Kathy Ray
Madison County Schools Central Office 5738 US Highway 25/70 Marshall, NC. 28753 Phone: 828/649/9276 Fax: 828/649/9443	Madison County Schools Central Office 5738 US Highway 25/70 Marshall, NC. 28753 Phone: 828/649/9276 Fax: 828/649/9443

**F. Use of Pesticides: N.C.G.S. § 115C-47(47)**

With the passage of N.C.G.S. § 115C-47(47), the School District must provide notification regarding pesticide use on school property. For more information, please consult Board Policy 9205.

**G. Student Restraint/Seclusion/Isolation**

The School District has adopted Board Policy 4303, as required by N.C.G.S. § 115C-391.1.

N.C.G.S. § 115C-391.1

(a) It is the policy of the State of North Carolina to:

- (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
- (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
- (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
- (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
- (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

(b) The following definitions apply in this section:

- (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
- (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

- a. Significant physical harm, such as tissue damage, physical illness, or death.

- b. Serious, foreseeable long-term psychological impairment.
  - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
- (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
- (4) "IEP" means a student's Individualized Education Plan.
- (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
- (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
- (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
- (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
- (9) "School personnel" means:
- a. Employees of a local board of education.
  - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
  - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
- (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
- a. Physically prevented from leaving by locking hardware or other means.
  - b. Not capable of leaving due to physical or intellectual incapacity.
- (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
- (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
- a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.

- b. As reasonably needed to maintain order or prevent or break up a fight.
  - c. As reasonably needed for self-defense.
  - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self injurious behavior.
  - e. As reasonably needed to escort a student safely from one area to another.
  - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
  - g. As reasonably needed to prevent imminent destruction to school or another person's property.
- (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
- (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint:
- (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:
- a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
  - b. When using seat belts or other safety restraints to secure students during transportation.
  - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
  - d. As reasonably needed for self-defense.
  - e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.
- (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
- (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.
- (e) Seclusion:
- (1) Seclusion of students by school personnel may be used in the following circumstances:

- a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
- b. As reasonably needed to maintain order or prevent or break up a fight.
- c. As reasonably needed for self-defense.
- d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
- e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
  - 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
  - 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
  - 3. The space in which the student is confined has been approved for such use by the local education agency.
  - 4. The space is appropriately lighted.
  - 5. The space is appropriately ventilated and heated or cooled.
  - 6. The space is free of objects that unreasonably expose the student or others to harm.
- (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
- (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
- (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.
- (f) Isolation. – Isolation is permitted as a behavior management technique provided that:
  - (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
  - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
  - (3) The student is reasonably monitored while in isolation.
  - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.
- (g) Time-out – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- (h) Aversive Procedures – The use of aversive procedures as defined in this section is prohibited in public schools.
- (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under

G.S. § 115C-390 or modifies the rules and procedures governing discipline under G.S. § 115C-391(a).

(j) Notice, Reporting, and Documentation.

(1) Notice of procedures – Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.

(2) Notice of specified incidents:

a. School personnel shall promptly notify the principal or principal's designee of:

1. Any use of aversive procedures.
2. Any prohibited use of mechanical restraint.
3. Any use of physical restraint resulting in observable physical injury to a student.
4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.

b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.

(3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday.

(4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

- a. The date, time of day, location, duration, and description of the incident and interventions.
- b. The events or events that led up to the incident.
- c. The nature and extent of any injury to the student.
- d. The name of a school employee the parent or guardian can contact regarding the incident.

(5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

(k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or

any institutions of teacher education or their agents or employees or to create a criminal offense.

**NCLB/FERPA Opt-Out Letter**

If you wish to restrict the disclosure of your student's directory information, please check all boxes that apply.

The *No Child Left Behind Act of 2001* requires schools to release a secondary student's name, address, and phone number to military recruiters and institutions of higher education unless the student or his/her parent requests in writing that such information be withheld. In addition, the *Family Educational Rights and Privacy Act* (FERPA) gives parents (or students, if 18 years of age or older) the authority to prohibit schools from disclosing any or all directory information by providing notification in writing.

Please consider this letter notice of the following:

**Madison High School NCLB/FERPA Opt-Out letter**

As parent, I hereby exercise my right to request that you do not disclose the name, address, or telephone number of the following student to:

\_\_\_\_\_ military recruiters \_\_\_\_\_ institutions of  
higher education

As a secondary student, I hereby exercise my right to request that you do not disclose my name, address, or telephone number to:

\_\_\_\_\_ military recruiters \_\_\_\_\_ institutions of  
higher education

As parent, I hereby exercise my right under FERPA to request that you do not disclose any directory information for the following student for any purpose, except: [list directory information or purposes that you do permit, if any]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a student 18 years of age or older, I hereby exercise my right under FERPA to request that you do not disclose any of my directory information for any purpose, except: [list directory information or purposes that you do permit, if any]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name of School: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent Date

\_\_\_\_\_  
Signature of Student (If 18 years of age or older) Date

It is the policy of the Madison County Public School System not to discriminate on the basis of race, ethnic origin, sex or disability in its educational programs, activities, or employment policies.



**Madison High School**

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