The Mission of Madison Middle School is to provide all students personalized instruction by certified faculty, through diverse class offerings in a technologically enhanced environment.

830 Northeast 9th Street
Madison, South Dakota 57042
605-256-7717
www.madison.k12.sd.us/mms/

Property of Madison Central School District
Assignment or agenda books must be turned in at the end of the school year.
Student:
I have read and understand the rules, procedures, and guidelines presented in this student handbook. I understand the aforementioned information is in place in order to establish and maintain a positive and safe learning environment. I am committed to giving my best effort, allowing for a positive, engaging experience at Madison Middle School.

Student Signature: ______________________________ Date: ________________

Parent/Guardian:
I have read and gone through the rules, procedures, and guidelines presented in this student handbook with my student. I understand and support these rules, procedures, and guidelines. I recognize that they are needed to establish a positive and safe learning environment. I will hold him/her accountable to the aforementioned information. I am committed to teaming with the school to ensure my student receives a quality educational experience.

Parent/Guardian Signature: ______________________________ Date: ________________

Advisor:
I have highlighted key parts of the handbook with my advisory student, familiarizing the student with the rules and expectations at Madison Middle School. I understand my role as the student’s advisor and, thus, am committed to being an advocate for my advisory student—answering questions, providing support, and finding the proper resources to ensure that he/she has the tools and understanding to be a successful, lifelong learner.

Advisor Signature: ______________________________ Date: ________________
<table>
<thead>
<tr>
<th>Name</th>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Bird</td>
<td>Jeni</td>
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<td><a href="mailto:Jeni.Bird@k12.sd.us">Jeni.Bird@k12.sd.us</a></td>
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<tr>
<td>Callies</td>
<td>Tonya</td>
<td>Secretary</td>
<td><a href="mailto:Tonya.Callies@k12.sd.us">Tonya.Callies@k12.sd.us</a></td>
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<tr>
<td>Conrad</td>
<td>Sarah</td>
<td>Art</td>
<td><a href="mailto:Sarah.Conrad@k12.sd.us">Sarah.Conrad@k12.sd.us</a></td>
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<tr>
<td>Currey</td>
<td>Connie</td>
<td>Special Ed/ 7th ELA</td>
<td><a href="mailto:Connie.Currey@k12.sd.us">Connie.Currey@k12.sd.us</a></td>
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<tr>
<td>Decker</td>
<td>Nicole</td>
<td>MHS/MMS Band</td>
<td><a href="mailto:Nicole.Decker@k12.sd.us">Nicole.Decker@k12.sd.us</a></td>
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<td>Dossett</td>
<td>Maridee</td>
<td>6th, 7th Health/7th Geog.</td>
<td><a href="mailto:Maridee.Dossett@k12.sd.us">Maridee.Dossett@k12.sd.us</a></td>
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<tr>
<td>Flemming</td>
<td>Jennifer</td>
<td>7th ELA/8th Reading</td>
<td><a href="mailto:Jennifer.Flemming@k12.sd.us">Jennifer.Flemming@k12.sd.us</a></td>
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<tr>
<td>Friesz</td>
<td>Diane</td>
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<td><a href="mailto:Diane.Friesz@k12.sd.us">Diane.Friesz@k12.sd.us</a></td>
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<tr>
<td>Gerry</td>
<td>Teri</td>
<td>Special Education</td>
<td><a href="mailto:Teri.Gerry@k12.sd.us">Teri.Gerry@k12.sd.us</a></td>
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<tr>
<td>Gors</td>
<td>Steven</td>
<td>6,7,8th Social Studies</td>
<td><a href="mailto:Steven.E.Gors@k12.sd.us">Steven.E.Gors@k12.sd.us</a></td>
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<td>Hodges</td>
<td>Michele</td>
<td>Special Ed Aide</td>
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<tr>
<td>Johnson</td>
<td>Travis</td>
<td>Technology Applications</td>
<td><a href="mailto:Travis.Johnson@k12.sd.us">Travis.Johnson@k12.sd.us</a></td>
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<tr>
<td>Johnson</td>
<td>Zach</td>
<td>6th Science</td>
<td><a href="mailto:Zach.Johnson@k12.sd.us">Zach.Johnson@k12.sd.us</a></td>
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<tr>
<td>Kallhoff</td>
<td>Joanne</td>
<td>Media Specialist</td>
<td><a href="mailto:Joanne.Kallhoff@k12.sd.us">Joanne.Kallhoff@k12.sd.us</a></td>
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<tr>
<td>Keller</td>
<td>Trish</td>
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<td>Keninger</td>
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<td>7th/8th Science</td>
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<tr>
<td>Kingery</td>
<td>Paula</td>
<td>Special Ed Director</td>
<td><a href="mailto:Paula.Kingery@k12.sd.us">Paula.Kingery@k12.sd.us</a></td>
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<tr>
<td>Klawonn</td>
<td>Amanda</td>
<td>Special Education</td>
<td><a href="mailto:Amanda.Klawonn@k12.sd.us">Amanda.Klawonn@k12.sd.us</a></td>
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<tr>
<td>Koch</td>
<td>Cotton</td>
<td>Principal</td>
<td><a href="mailto:Cotton.Koch@k12.sd.us">Cotton.Koch@k12.sd.us</a></td>
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<tr>
<td>Kratovil</td>
<td>Jill</td>
<td>8th Math</td>
<td><a href="mailto:Jill.Kratovil@k12.sd.us">Jill.Kratovil@k12.sd.us</a></td>
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<tr>
<td>Krogen</td>
<td>Cassaundra</td>
<td>7th/8th Language Arts</td>
<td><a href="mailto:Cassaundra.Krogen@k12.sd.us">Cassaundra.Krogen@k12.sd.us</a></td>
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<tr>
<td>Larsen</td>
<td>Jeff</td>
<td>7th Science</td>
<td><a href="mailto:Jeff.Larsen@k12.sd.us">Jeff.Larsen@k12.sd.us</a></td>
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<tr>
<td>Rahn</td>
<td>Karen</td>
<td>7th Reading</td>
<td><a href="mailto:Karen.Rahn@k12.sd.us">Karen.Rahn@k12.sd.us</a></td>
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<tr>
<td>Schamber</td>
<td>Betsy</td>
<td>Student Advocate</td>
<td><a href="mailto:Betsy.Schamber@k12.sd.us">Betsy.Schamber@k12.sd.us</a></td>
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<td>Schuh</td>
<td>Megan</td>
<td>6th Reading</td>
<td><a href="mailto:Megan.Schuh@k12.sd.us">Megan.Schuh@k12.sd.us</a></td>
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<td>Sheppard</td>
<td>Kim</td>
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<tr>
<td>Waba</td>
<td>Chris</td>
<td>6th Math/8th Modules</td>
<td><a href="mailto:Chris.Waba@k12.sd.us">Chris.Waba@k12.sd.us</a></td>
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<tr>
<td>White</td>
<td>Chad</td>
<td>6,8,7 Physical Education</td>
<td><a href="mailto:Chad.White@k12.sd.us">Chad.White@k12.sd.us</a></td>
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<tr>
<td>Wiese</td>
<td>Kindra</td>
<td>7th Math</td>
<td><a href="mailto:Kindra.Wiese@k12.sd.us">Kindra.Wiese@k12.sd.us</a></td>
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</tbody>
</table>
The Successful Student at Madison Middle School Does:

A. The Right Thing:
   ➢ Comes to class on time
   ➢ Brings materials to class
   ➢ Is prepared
   ➢ Attends school regularly

B. Your Best:
   ➢ Plans ahead
   ➢ Completes homework in advance and to their best ability
   ➢ Keeps their planner up to date
   ➢ Keeps their locker neat
   ➢ Participate in Activities

C. Treats Others With Respect:
   ➢ Follow school rules
   ➢ Dresses appropriately
   ➢ Keeps their hands and feet to themselves
   ➢ Respects property of others
   ➢ Respects all authority figures
To The Parents and Students of Madison Middle School

Dear Parents,

We would like to welcome you and your child to the Madison Middle School. We are looking forward to working with you to provide the best possible learning environment we can for your student. We are excited about being involved with and guiding your son/daughter through this important phase of their educational program.

This handbook has been developed for you and your children. Every effort has been made to outline the school procedures and services so you can assist your child in having a tremendous experience here at Madison Middle School. If you have any questions please let us know.

We realize the high standards the community holds for our school and for its young people. We are proud of our school, we appreciate the trust you have placed in us, and we welcome your help and involvement as we maintain the highest academic and social standards possible.

Cotton Koch, Madison Middle School Principal

Dear Students,

On behalf of the staff at Madison Middle School we would like to welcome you to a new school year. We look forward to knowing you well and helping you maximize your talents.

Learning will be an exciting journey for all of us this year. We will do our best to facilitate meaningful experiences for you. We will count on you to expect the best of yourself and us, treat others with respect, and to do the right thing by paying attention in class, ask questions when you don’t understand, complete assignments on time, persist through challenges, and meet as many new classmates as you can.

We look forward to the opportunity to work and learn with you this year. We encourage you to work hard and build on your unique strengths and abilities.

Cotton Koch- Madison Middle School Principal
GUIDELINES FOR SUCCESS

Arrival and Dismissal

Students are to remain in the front lobby or in the lunchroom until the 8:00 AM bell rings. Students may move to the locker area once the bell rings and should be in their first period classroom by the time the 8:15 bell rings. **Once at school or off the bus, students are not to leave school property until dismissal time unless they have permission from the principal or office personnel, and have signed out at the office.**

At the end of the day, all students are to leave the building by 3:15 p.m. unless they are engaged in a special activity under the supervision of a teacher or coach, or a spectator at a school event. Spectators are to remain in their seats during the activity and leave the school immediately afterwards.

Daily Schedule

**Block 1** 8:15-9:44
**Block 2** 9:49-11:17

Students must eat at school unless they have received permission from the principal’s office to leave the building with a parent.

The Madison Middle School has a closed noon hour.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
<th>Activities</th>
<th>START</th>
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</thead>
<tbody>
<tr>
<td>7th</td>
<td>11:34-11:51</td>
<td>11:51-12:10</td>
<td>11:17-11:34</td>
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Block 3  12:14-1:339
Brain Break 1:39-1:49
Block 4  1:49-3:15

**Below is the link to our daily, early out, Friday, and our Two (2) hour late start schedules. You may need copy and paste this link into your specific search engine (for example: google)**

[https://docs.google.com/document/d/1-vN71CJlhEl8nr5Cl4j6EA3faMjIqN784c-3EiLYlrg/edit?usp=sharing](https://docs.google.com/document/d/1-vN71CJlhEl8nr5Cl4j6EA3faMjIqN784c-3EiLYlrg/edit?usp=sharing)
Activities
The Student Council is a school-sponsored activities that all sixth, seventh & eighth graders may participate in. The seventh and eighth graders may also participate in the following activities: football, volleyball, basketball, marching band, solo contests, track, gymnastics, wrestling, cross country, tennis, golf, and oral interp. Seventh and eighth graders are eligible for select high school activities such as marching band and sports.

Administering Medication to Students
*Students will not be given medicine while at school unless* given to them by school personnel acting under a specific written Request and Authorization for Medication/Treatment. All medication, including prescription medications, inhalers, Tylenol, aspirin, cold pills, etc. must be brought to the principal’s office in its original, labeled container. If such a request is given to the school by a parent or guardian, a full release is thereby given to the school district from the responsibilities pertaining to the administration and consequences of such medication. Students may carry inhalers with them if the office has been notified. Parents are encouraged to keep an extra inhaler in the Middle School Office for emergencies. The Request and Authorization for Medication/Treatment form may be picked up at the school's office. (See Board Policy JHCD - E)

Attendance
Students will be expected to attend classes regularly and to be on time to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, and responsibility and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absence from classes.

Absences always cause some disruption in the educational progress of the student. In order to maintain interest and understanding in a program of instruction, students should not expect to be absent any more than is absolutely necessary. Students who fail to make up work missed may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students negatively affects their own studies and also interferes with the progress of those pupils who are regular and prompt in attendance.

A casual attitude toward regular school attendance extends into adulthood. Lifelong patterns of regular and prompt attendance are fostered by the attention given them during the years of school attendance.

If a student is expected to be absent, parents should call the school at 256-7717 between 7:30 and 9:00 AM. A written excuse is not necessary if the parent has made a phone call.

Band
Band is a performing class in which students are given a letter grade each six weeks. Grading is based upon the following:
- Student contribution at DSU Homecoming (7th/8th grade)
- Student contribution at concert performances
- Performance on playing quizzes.
- Student responsibilities to the class include positive participation, remembering equipment, cooperation and dedication to the total group effort.

Bicycles
Students who ride bicycles to school will find bike-parking racks in front of the middle school. It is required that students park their bike at the bike rack as soon as they arrive at school. We recommend that you lock your bike to the bike rack.

Change of Address
Changes in addresses, telephone number(s) or emergency contact person(s) must immediately be reported to the middle school principal’s office. This may be done phone at 605 256-7700 or e-mail to rhonda.johnson@k12.sd.us

Computer Use
Computers and other technologies are provided to students for learning experiences and for use in the completion of assignments.
Every student attending the Madison Middle School is provided his or her own computer. This specific computer will be used by the student from 6th through 8th grade. Students must report damage of their computer to their teacher or the administration immediately. Intentional damage to MCSD computers or electronic devices will fall under vandalism in the Madison Middle School Discipline Plan.

**Curriculum**

The middle school offers a curriculum that is strong in building basic skills while offering a rich variety of exploratory opportunities for students. Core classes at each grade level include language arts, reading, social studies, math, science, and physical education. We offer a wide variety of exploratory classes that are updated each year to meet the needs of our students. An advisor/advisee program called Students and Teachers are Really Terrific (S.T.A.R.T) is an important aspect of the curriculum. Students meet with their S.T.A.R.T. groups for 15 minutes daily.

**Dangerous Weapons Policy**

a. The possession of firearms and dangerous weapons in school buildings, vehicles or on school premises is a Class 1 misdemeanor and is strictly prohibited by this policy. An exception would be weapons under the control of law enforcement personnel, starting guns while in use at athletic events, firearms or air-guns at fire ranges, gun shows, authorized supervised school training sessions for the use of firearms, and the ceremonial presence of unloaded weapons at color guard ceremonies.

A dangerous weapon is defined as any firearm, or air-gun, knife or device, instrument, explosive, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm.

B. Any student who intentionally brings a firearm or dangerous weapon onto any elementary or secondary school premises/property, vehicle, or building used or leased for elementary or secondary school functions or activities shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case-by-case basis but may not increase the length of the period of expulsion. (Reference MCSD School Board Policy JFCJ)

**Dress for Success**

Parents should use good judgment in determining what appropriate dress is and grooming for their children in accordance with the age and grade of these students. These decisions should reflect favorable upon the individual students, the school and the community and be made in cooperation with the administration. Students dress is to be neat and clean at all times.

Students have a right to choose their own style of dress and personal appearance as long as it does not:

a) Interfere with the educational process of the learning environment;

b) Endanger student health and safety;

c) Invite the rights of others;

d) Disrupt the school;

e) Offend other students/staff;

f) Relate to gangs, drugs, sex, violence, tobacco, or alcohol.

It is the intent of the dress code to be flexible to allow for individual tastes while maintaining an appropriate atmosphere for learning. (Board Policy JFCA)

**Electronic Devices and Cell Phones**

To avoid classroom disruptions that distract from learning, cell phones, electronic devices, computerized games, etc. are not allowed in class except under special circumstances cleared through the principal or the classroom teacher. Individual coaches and directors will determine if electronic devices can be used on school transportation to and from events. The Madison Central School District will not collect monetary damages from another family due to intentional or unintentional damage to your electronic device.
Cell phones are a privacy risk and a disruption for school. During school hours 8:15-3:02 all cell phones must be turned off and out of sight. However, students are allowed to use cell phones during lunch. If a student violates this procedure, the following consequences will be enforced.

a. First offense: The student cell phone will be turned into the office for the day
b. Second offense: The student cell phone will be turned in to the office each day by 8:15 and returned to the student at 3:02 for one week (5 school days). If the student does not turn in the cell phone they will be given a lunch detention.

c. Third offense: A required parent meeting will be held. The student cell phone will be turned in to the office each day by 8:15 and returned to the student at 3:02 for two weeks (10 school days).

d. Fourth offense: A required parent meeting will be held. Administration will determine the consequence for students who habitually violate this policy.

Emergency School Closing
Inclement weather or other emergencies sometimes make it necessary to cancel school for the day. KJAM radio (1390AM) or (103.1FM), KELO-Land TV, and the MCSD website (http://madison.k12.sd.us) will be notified as soon as a decision is made. Madison Central School District also makes every effort to inform parents of a late start and school closing by phone with School Messenger. Phone numbers are normally downloaded to School Messenger from our school registration information. Please contact the superintendent’s office at 605-256-7700 if you are unsure if your number is included or have a change in number. When uncertain weather conditions exist, parents and students are encouraged access the information outlets listed above. Please do not call the school to ask if school is canceled as this ties up phone lines that are needed in order to gather information concerning road and weather conditions so that a decision can be made. Smart phone users can download the free MCSD Bulldog App from the App Store for Apple or the Play Store for androids.

Early dismissal may also occur. Parents who have younger children and who may not be home if an early dismissal occurs are encouraged to have a plan in place for the care of their children. Be sure children are not locked out of the house if an early dismissal occurs.

Grading/ Conferences
Students receive progress reports from their teachers for each grading period. If you believe there is an error in your grade, please privately discuss it with the teacher first. Grades will be recorded for all students as a progress report. Only final grades will be recorded on student transcripts. Any parent with internet access can monitor their child’s academic process through our student management system called Infinite Campus. Visit with the Student Advocate office to get a password.

Madison Middle School will conduct conferences in the fall and spring of the year. It is important that parent/guardian participate in conferences. Parent-Teacher Conference dates can be found on the Madison Central School District’s website https://madison.k12.sd.us/

Homework
Education is a lifelong process that extends beyond school. It is important that students recognize that learning occurs in the home and community as well as at school. Homework is recognized as an effective school practice and is one means of teaching the necessary skills of independent study and learning. Individual teachers will communicate their homework policy to students and parents early in the school year.

ICU
The Madison Middle School provides assistance to students who fall behind in their classwork. This program is offered from 7:45-8:10 AM, over the lunch hour, and after school. ICU means a student’s grades are “in critical unit” and they need immediate assistance. We do not call if your child is required to attend noon ICU, but we will mail home written confirmation if your child attends ICU three or more times in the same week. Any student who is asked by a teacher to stay for after school ICU will call home to confirm they can stay.

Immunizations
Madison Central School District complies with the South Dakota Department of Health Requirements in obtaining and verifying immunizations records for all new and transferring students. If records are not current, that law allows for the school district to
exclude children from school. Completed forms are due by the first day of school.

ALL 11 year old students entering 6th grade must also have the following:
- One dose of Tdap vaccine (Tetanus, Diphtheria, and Pertussis): and
- One dose of MCV4 (meningococcal vaccine)
The requirements apply only for 6th grade entry and transfer students 6th-12th grade. If your child is 10 years old when entering the 6th grade they have 45 days after their 11th birthday to be vaccinated.

Lockers
Madison Central School District will provide every student with a locker and lock. Only school issued locks may be used on school lockers. Lockers should only be used for supplies directly needed for school. We highly recommend that you do not store personal valuables like money, jewelry, etc. in your locker. If you must bring valuables to school please bring them to the office for storage. If it is necessary to bring a sum of money with you, leave it at the office for safekeeping. Do not leave it in your locker. Students, not the school, are responsible for their personal property. Therefore, if something disappears it is your responsibility.

Madison Central School District believes every student has the right to learn in a safe environment. We therefore require the student to keep the inside and outside of your locker clean. It is against school policy to decorate your locker with pictures that promote alcohol, drugs, nude, semi-nude anatomies, or other distasteful or suggestive pictures, banners, drawings, and this includes school organizations such as sports teams from placing banners on lockers. This also includes appropriate art work and things like birthday banners.

Lockers are school property and at all times remain under the joint control of the student and the school district. The district retains the right of access to lockers to protect the health and welfare of the students. Therefore, by use of the locker, a student automatically agrees and consents to inspection and search of their locker without prior notice.

Lunches/Breakfast
Breakfast and noon lunches are served daily in the cafeteria. Breakfast is not served on days in which school starts late. Contact the school lunch program at 256-7730 or click on the link below for meal prices. Parents are invited to join their student for lunch. https://www.madison.k12.sd.us/o/madison-central-school-district/page/food-service-home

Lunchroom
We have a closed lunch period. All students remain in the building during and after lunch. Teachers will escort students to lunch. Students are expected to remain seated and talk quietly until the lunchroom supervisor excuses their table. Students are expected to use good table manners and clean up after themselves when they have finished eating. If you must leave the lunchroom during lunch, be sure and check with the supervising teacher.

Parking Privileges, Permits
Students who choose to park their motor vehicles in the Madison High School (MHS) Student Parking Lot must obtain a student parking tag from the middle school principal's office. Only vehicles with this tag displayed may park in the MHS parking lot. All traffic laws shall be obeyed in the parking lot, and the speed limit of 10 miles per hour. The Student Parking Lot is located on the northwest side of the MHS and only in designated areas. The student parking tag may be revoked if a student violates any parking lot rules or regulations that are outlined in this Handbook or on the MHS website.

Permission to Leave School
No student is to leave the school grounds at noon or anytime during the day without special permission from the office. We recommend that you try to schedule all appointments outside of school hours, however we understand this is not always possible. In the event you must leave school early, please bring a note from home to the office indicating the place and time of the appointment and you will be issued a pass from class at an appropriate time. Please stop by the office before you leave and report back when you return to school. All students are required to use the school phone to call a parent or guardian for any reason, unless authorized by a staff member. All Students are required to come to the office to be dismissed by school personnel if they are leaving due to illness or emergency.
Physical Education
All students are involved in physical education classes. Student expectations are the same in PE as they are in the classroom. We stress participation, cooperation, teamwork, life-long activities and sportsmanship.

To be excused from participation in an activity due to health reasons, students must bring a note signed by their parent/guardian indicating the day(s) they will miss the activity. It is required that students bring a doctor’s note if they will miss three or more days of activities. It is recommended that they bring a note from the doctor if there are any special health problems.

The uniform for physical education class is a grey or white T-shirt or middle school PE shirt, maroon or black shorts, socks and clean tennis shoes. You can purchase a PE shirt from the office. Shorts can be purchased most stores that sells clothing in Madison.

STUDENT ADVOCATE AND GUIDANCE
Services are available for every student in the school. These services include orientation sessions, study skills, and assistance with personal concerns. Groups will be established to provide guidance for students on selected topics. Topics may include but are not limited to: problem solving, critical thinking, consensus building, social skills, self-knowledge, careers, grief, divorce, understanding parents, new students, and understanding feelings. The individual student, peers, teachers, or family members can make referrals.

School Parties and Socials
Students are to be positive participants in relation to the school community. Students are encouraged to attend and support all school parties and socials. The following rules apply:

- Faculty members will supervise all school socials and parties.
- Any person admitted to a social or party must remain in the building until the activity is over unless a parent/guardian makes written arrangements with the supervisors for their child to leave early.
- Proper conduct must be observed. Administration or faculty members may remove any student misbehaving. Students must then call parents or guardians to take them home. If parents or guardians are not available, the student will be isolated from the activity.
- All faculty members, their escorts, and parents or guardians are welcome to attend the socials.
- Only currently enrolled Madison Middle School students are allowed to attend socials, unless approved by the administration.

Textbooks
Textbooks and assignment books or agendas are provided to students by the school district. The students are responsible for their books. This means the student must pay for damaged, lost or stolen books. Assignment books must be turned in at the end of the school year. A fee of $6.00 will be charged for missing assignment or agenda books.

Telephones
The office phones in all buildings are to be used for official business. Parents are reminded that if they need to contact their child, they should call the school office and not their child’s cellular phone. Messages will be delivered to students in a timely manner that does not disrupt classroom activities. Cell phones, pagers, and other electronic devices are to be turned off and left in the student’s locker during the school day.

Vending Machines
Water-and snacks are available at the middle school vending machines before and after school.

Video Taping
At times teachers may videotape a class for educational purposes. Most frequently, videotaping would occur to assist the teacher in their professional growth or taping of student projects. If parents object to their child being in a class that is videotaped they are to notify the teacher or principal.

Visitors
Student Visitors - If a student wishes to have a friend from another town visit classes, check first with each instructor to see if there is room and if they grant permission. If the instructors all approve and there is room, then check with the principal for final approval. NO STUDENT FROM ANOTHER SCHOOL WILL BE ALLOWED AS A VISITOR IF THEIR SCHOOL IS IN
SESSION. When a student brings a visitor, the student assumes complete responsibility for the visitor’s actions.

Adult Visitors - Madison Middle School welcomes all adult visitors. We encourage parents to come to the school and visit any class. All visitors are required to first report to the main office and sign in on the visitor log. The visitor log indicates who the visitor is, the reason for the visit, the person the visitor will be seeing, and the time the visitor checks in and out.

**Grading Scale**

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<thead>
<tr>
<th>Score</th>
<th>Grade</th>
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<tbody>
<tr>
<td>95.5</td>
<td>A</td>
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<tr>
<td>93.5</td>
<td>A-</td>
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<tr>
<td>91.5</td>
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<td>89.5</td>
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<td>86.5</td>
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<td>67.5</td>
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Discipline Plan

I. Discipline Philosophy

Schools belong to the parents, community, students and teachers. The school community serves as a common ground allowing students and teachers to form partnerships, which will foster learning in a positive and caring environment. The teacher serves as a guide to the student traveling along the path to knowledge and learning.

A successful learning atmosphere is created when students and teachers are able to interact in a positive and safe environment. Discipline and self-discipline are important tools, which help students, and teachers create an optimum learning environment.

The Madison Middle School Discipline Plan has been created to help students and teachers create an optimum learning environment. The content of the discipline plan is based on the right of the teacher and student to teach and learn in a safe and positive environment. Students, school staff, and parents share the responsibility of promoting and maintaining this environment.

Students are expected to be positive participants in relation to the school community. The same behavior that is expected of students at school is also expected of them both before and after school hours on school grounds and at all school sponsored activities. The student expectations that the school community has of students today teach them the same expectations the community will have of them as responsible citizens.

Rules and guidelines for behavior are not designed to be traps to "catch" students doing something wrong so that a student can be punished. These rules and guidelines are established to provide structure to help students develop a sense of self-discipline.

A student's actions should be directed to improving the school and the school's learning environment. There may be times when a student has difficulty acting in a positive manner. When students create a problem for themselves or someone else, they will be guided with concern and respect through owning and solving the problem.

The staff has developed the following “Principles of Discipline” so students and parents know how the staff will relate with the students.

Principles of Discipline

When students create a problem for themselves or others, the staff will intervene to stop or change that behavior. The staff recognizes that everyone makes mistakes. How the staff reacts to these mistakes and how the staff intervenes can help the students learn from their mistakes. The staff believes in following these principles:

1. The student and the situation will be handled on an individual basis. At Madison Middle School we believe that every situation is unique. Different strategies work for different students and different situations. Teachers are also unique, so different teachers may use different strategies.

2. The student will be encouraged to make decisions to solve problems and will live with the consequences of those decisions. School staff will always advise or guide students to do what they believe is best for the student and the school. Now is the time for students to learn effective decision-making. Consequences are not as great now as when the student becomes an adult.

3. The student will solve the problem so it does not make a problem for others. The staff encourages problem solving in Madison Middle School. The staff teaches and models respect for each other and responsibility for our actions. The student will be guided through a problem solving process where they will learn to recognize the rights of others and acquire appropriate
decision-making skills.

4. The student will take ownership for actions and feelings and will be left with a feeling that he/she has some control. Students have alternatives, or choices. With these choices, students have control of their consequences.

5. The student will learn from his/her problem. The student needs guidance for understanding the situation and time for reflection.

6. Students will be given the opportunity to maintain their respect and self esteem. A student's self-concept can be enhanced even during situations in which students are being disciplined or required to meet firm expectations.

7. An equal balance of consequences and concern replace punishment whenever possible. Students need to understand the relationship between their decisions and the consequences that result. Consequences will be given showing genuine concern for the student's problem. This alleviates some power struggles and encourages self-reflection.

II. Inappropriate Behaviors
Sometimes students behave inappropriately. At Madison Middle School two basic categories of inappropriate behaviors have been defined as (A) Minor Offenses and (B) Major Offenses.

A. Procedure for Determining Alleged Misconduct or Violations
The following steps will be utilized when appropriate:
1. The principal shall investigate the alleged misconduct or violation.
2. If the alleged misconduct or violation is serious, the principal will give oral or written notice of the incident to the student and to the parents as soon as possible after the incident.
3. When appropriate, the notice shall state the policy allegedly violated and the time and place where a hearing will be conducted by the principal.
4. The principal shall render a decision as soon as possible after the hearing and inform the student and parents.

B. Minor Classroom and Building Offenses
Most classroom discipline problems involve people disturbing or distracting those attempting to learn or teach. Building discipline problems generally involve students not showing respect for others and their environment. Interventions that the teacher implements to have the student choose a different behavior are based on the “Principles of Discipline”. When a student creates a problem for himself or someone, there will be a consequence.

Consequences
The middle school is not in the business of punishment; rarely can schools make a punishment immediate or severe enough to significantly change behavior. The middle school is in the business of discipline; with emphasis on self-discipline. When students’ behavior is unacceptable for the educational process, the middle school staff expects the students to make decisions concerning their behavior and live with the consequences. Students can choose a way to eliminate the problem for themselves and others or they may choose to have a double learning experience if their decision continues to create a problem. The staff will respond to inappropriate behaviors in a variety of ways, which may include student-teacher conferences, parent notification, “time-out”, referral to the counselor, detention, etc.

In-School Suspension (ISS)
The middle school staff is committed to helping students solve their problems. Every student at the middle school is unique so each problem requires different strategies for guidance. In-school suspension provides flexibility for students to have time and guidance in solving a problem that they have created. The suspension may be for a few class periods or a few days, depending on what school officials believe is in the student's best interest. During in-school suspension the student will be tutored and receive full credit for the work completed. Additional work will also be completed for reinforcement. Parents will receive an official letter from the middle school administration indicating the nature of the student infraction, suspension date and date student will return to regular classes. (See Board Policy JGD-R)

Out of School Suspension (OSS)
Students shall be responsive to the authority of the teacher and school administration and willful disobedience or defiance shall be grounds for suspension.
If the principal determines that a student’s presence is seriously detrimental to the best interests of the school he/she may be suspended in accordance with administrative rules and procedures.

Suspension temporarily removes the student from school and all school functions. In special situations, suspensions may be continued until specific pending action occurs, such as a court hearing, a medical or mental examination, or incarceration by court action. The principal makes suspensions. The following procedure shall be used in each case.

A. The student is to be notified of the charge and the reason for suspension.
B. If possible, the parent should be contacted and notified of the student's dismissal immediately. If not possible, a letter shall be sent to the parent.
C. A parent conference may be necessary before the student is readmitted.
D. Daily assignments missed during suspension may be made up for full credit.

Suspensions are at the discretion of the appropriate school authorities. (See Board Policy JGD-R)

C. Major Offenses
These offenses include any behavior or actions that endanger health, harm self or others, or damage property. Participation in the following activities - or any activity prohibited by law is not tolerated on school property, at any school-sponsored activities, or areas within the supervisory control of the school. Law enforcement officials may be contacted when a major offense occurs. Disciplinary action may be taken by school authorities regardless of whether or not criminal charges result.

1. Arson: The intentional setting of fire.
   1st Offense Minimum of ten (10)-OSS recommendation for expulsion.
   2nd Offense Recommendation for expulsion.

2. Assault on a student. A violent physical attack on another student whether they are injured or not.
   1st Offense Minimum of five (5) days ISS.
   2nd Offense Minimum of five (5) days OSS.
   3rd Offense Recommendation for expulsion.

Law enforcement will be contacted.

3. Assault on a staff member or a volunteer. A violent physical attack on a school employee or volunteer whether they are injured or not.
   1st Offense Recommendation for expulsion.

4. Breaking and Entering school property or private property on school grounds.
   1st Offense Minimum of five (5) days ISS. Restitution
   2nd Offense Minimum of five (5) days ISS. Recommendation for expulsion. Restitution

5. Bomb Threats: Telephone, written or oral threats against the school community.
   1st Offense Recommendation for expulsion.

6. Bullying, Teasing, Hounding, Pesterizing, Plaguing, or Tormenting another. These imply the systematic persecution by using annoyance, threats or demands.
   1st Offense Referral to counselor.
   2nd Offense Minimum of three (3) days ISS.
   3rd Offense Minimum of five (5) days ISS.
   4th Offense Minimum of five (5) days OSS.

7. Cheating/Plagiarism: Acting in a dishonest or unfair manner, such as cheating on a test or assignment.
1st Offense: The student will meet with the teacher and administration. Student may be required to complete an alternate assignment. Parents will be notified.

2nd Offense: Minimum of two (2) days ISS

3rd Offense: Minimum of two (2) days ISS.

8. Extortion, Blackmail, or Unlawful Coercion: Obtaining money or property by violence, forcing persons to do something against their will, force or threat of force, or threatening to accuse another of a crime.

1st Offense: Minimum of three (3) days ISS.
2nd Offense: Minimum of five (5) days OSS.
3rd Offense: Recommendation for expulsion.

9. False Fire Alarms:

1st Offense: Five (5) days OSS.
2nd Offense: Recommendation for expulsion.

10. Fighting: Physical violence in an angry or quarrelsome manner with intent to harm another person or to disrupt the process of education.

1st Offense: Minimum of three (3) days ISS.
2nd Offense: Minimum of five (5) days ISS.
3rd Offense: Minimum of five (5) days OSS.

11. Gross Teacher Disrespect: Directing vulgar or profane language to a school employee. This may include name-calling, defiance, or hostility directed towards a school employee.

1st Offense: Minimum of five (5) days ISS.
2nd Offense: Minimum of five (5) days OSS
3rd Offense: Ten days (10) OSS Possible recommendation for expulsion.

12. Insubordination: Refusing to obey; failure to follow instructions or directions of a staff member; defiance; rebelliousness.

1st Offense: Conference with Principal. May be assigned ISS for 1-3 days.
2nd Offense: Minimum of three (3) days ISS.
3rd Offense: Minimum of five (5) days ISS.
4th Offense: Minimum of five (5) days OSS

13. Possession of a dangerous weapon: Intentionally bringing a firearm or dangerous weapon to any school or school premises, vehicle, or building used or leased for school functions. A dangerous weapon is defined as a firearm or air gun, knife or device, instrument, explosive material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm. (Board Policy JFCJ)

1st Offenses: Recommendation of Expulsion for 12 months.

Note: The Superintendent shall have the authority to recommend to the school board that the expulsion requirement be modified on a case-by-case basis but may not increase the length of the period of expulsion.

14. Profanity/Vulgarity: Swearing, use of obscene, threatening or flagrantly disrespectful language or conduct.

1st Offense: Conference with Principal. May be assigned ISS for 1-3 days.
2nd Offense: Minimum of three (3) days ISS.
3rd Offense: Minimum of five (5) days ISS.

15. Repeated Minor Offenses: Ongoing problems disturbing or distracting those attempting to learn and/or teach.

1st Offense: Conference with Principal Minimum of two days ISS.
2nd Offense: Minimum of three (3) days ISS.
3rd Offense: Minimum of five (5) days ISS.
4th Offense: Minimum of five (5) days OSS.

16. Selling, supplying/distributing a mind altering substance including, but not limited to glue or inhalants, prescription drugs and alcoholic beverages:

1st Offense: Recommendation for expulsion (See Board Policy JG and JGAA)

17. Selling, supplying/distributing illegal drugs or material represented to be a controlled substance, including but not limited to cocaine, methamphetamines, and marijuana:

1st Offense: Recommendation of Expulsion for 12 months. (See Board Policy JGD-R)

18. Sexual Harassment: It is the district’s policy that sexual harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the district may sexually harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. Below are discipline guidelines for students (Board Policy ACAA)

1st Offense: Referral to counselor.
2nd Offense: Minimum of three (3) days ISS.
3rd Offense: Minimum of five (5) days ISS.
4th Offense: Minimum of five (5) days OSS.

19. Tardy to School: Students will be allowed one AM tardy per seven weeks.

2nd Tardy: Noon detention.
3rd Tardy: Noon detention and call to parents
4th Tardy: One or two (2) days of ISS.

20. Theft: Stealing from the school, school personnel or volunteers, or a classmate.

1st Offense: Minimum of three (3) days ISS/restitution.
2nd Offense: Minimum of five (5) days ISS/restitution.
3rd Offense: Minimum of five (5) days OSS/restitution.

21. Threats of physical aggression against a student. Threats are expressions of intentions to injure, punish, or inflict pain on another.

1st Offense: Referral to Counselor and conference with Principal. Minimum of 1 to 5 days ISS/OSS or combination.
2nd Offense: Minimum of five (5) days ISS/OSS or combination.
3rd Offense: Ten (10) days OSS. Possible recommendation for expulsion.

22. Threats of physical aggression against a staff member or a volunteer: Threats are expressions of intentions to injure, punish, or inflict pain on another.

1st Offense: Minimum of five (5) days ISS/OSS or combination.
2nd Offense: Minimum of five (5) days ISS/OSS or combination.
3rd Offense: Ten (10) days OSS. Possible recommendation for expulsion.

23. Trespassing: Being present in an unauthorized place, or refusing to leave when ordered to do so by duly constituted authority.

1st Offense: Minimum of three (3) days ISS.
2nd Offense: Minimum of five (5) days OSS.

24. Truancy: Absence from school without the authorization of the parents or the school.

1st Offense: Referral to counselor. Minimum of three (3) days ISS.
2nd Offense: Minimum of five (5) days ISS. Parent conference.
III. Attendance and Absences

State law requires that all students from age six (6) up to age eighteen (18) regularly attend school. The basic responsibility for regular school attendance lies with the students and with the parents. The role of the school in attendance matters is one of cooperation, counseling, and reporting to parents. Law expects parental cooperation.

It is the duty of the school officials to know the whereabouts of students during school hours. Students may be excused for specific purposes only through the principal’s office.

Attendance is taken during each period and a record is kept of absences from each class. Hours of absence will be accumulated and recorded on report cards and on permanent school records at the end of each school year. (See Board Policy JEA)

A. Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:
   a. Personal illness
   b. Family emergency (death, serious illness)
   c. Funeral
   d. Dental or medical appointments that cannot be made on Saturdays or after school hours
   e. School sponsored activities
   f. Prearranged absence by the parent. This will require advance make up work except in emergencies, which will be evaluated and determined valid or invalid by the principal.
   g. Any absence where the student is accompanied by the parent.

25. Use or possession of tobacco or facsimiles:
Use and/or possession of any tobacco product or nicotine delivery device or product by a student on any school property whether the property is owned or is managed through a rental agreement are prohibited. When the student is a minor, referral to the proper authorities will be made.

1. First Offense One (1) days of Out-of-School Suspension
2. Second Offense One (3) day Out-of-School Suspension

Students involved with the consumption/possession of controlled drugs, tobacco, or alcohol will also face restrictions in co-curricular participation. See Madison High School Activities Rules

26. Use or possession of any controlled or mind altering substance, including, but not limited to, glue or inhalants, narcotic drugs, alcoholic beverages. Law enforcement officials will be notified of any suspected criminal offense.

1st Offense Minimum of three (3) days OSS. The student will complete a formal chemical dependency assessment by a state certified chemical dependency counselor.
2nd Offense Minimum of five (5) days OSS. The student will complete a formal chemical dependency assessment by a state certified chemical dependency counselor.
3rd Offense Recommendation for Expulsion (See Board Policy JGD and JGD-R)

27. Vandalism: Malicious mischief - Damage to school property or private property on areas under the supervisory control of the school district.

1st Offense Minimum of three (3) days ISS/Restitution
2nd Offense Minimum of five (5) days OSS/Restitution

28. It will be at the discretion of the principal or superintendent to administer consequences of any violation of the Madison Middle School Discipline Plan, as the severity of the infraction warrants. Every situation is unique; therefore the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated by the policy, including suspensions or recommending expulsion. It is the policy of Madison Middle School to prohibit any actions or behavior that is disruptive and unreasonable and/or a violation of state or federal law.
2. If a student is expected to be absent, parents should call the school at 605-256-7717 between 7:30 and 9:00 a.m. A written excuse is not necessary if the parent has made a phone call.

3. A student shall not leave the school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the office shall result in being charged with an unexcused absence or truancy.

4. If a student becomes ill while in school, he/she shall report to the principal's office. An attempt will be made to contact a parent or emergency contact before allowing the student to go home. Student will be retained until contact can be made with a responsible adult who will take charge of the student.

5. A student must be in attendance during the day of an evening activity in order to participate, unless he/she has an excused absence.

6. After an absence, a student must report to the principal's office to receive an admit slip before returning to class.

B. Excessive Absenteeism: Any student having six or more absences in a year will be subject to the procedures defined in the following sections:

1. Letters will be sent to parents upon the sixth and eighth absences in a year.

2. Upon the tenth absence the parents and the student will be notified that any additional absence may result in a minimum of three days ISS and missed class time may have to be made up at a time designated by the principal.

3. Students having sixteen or more absences in a year will be subject to the following: a) The principal may report excessive absences to the State's Attorney’s office. b) The student may be retained at the current grade level. The principal will make this decision after receiving input from the parents, student, teachers, and counselor. (See Board Policy IKE and IKE-R)

Special circumstances may occur in which the administration may waive the attendance stipulations as outlined above. Special circumstances may include, but are not limited to severe weather that impedes travel, family emergencies, extended illness, and prearranged absences for family travel or vacations.

C. Truancy: Absence from school without the authorization of the parents or the school is an unexcused absence and shall be considered truancy. It will be the responsibility of the student to make arrangements with the teacher for assignments and class discussions missed during the absence.

4. When a condition of prolonged absenteeism exists, the building principal shall provide the parents with written notice of the school's concern. Parental response is to be documented by the principal. If after initial contact the student fails to return to school, the school will take appropriate legal action.

D. Tardiness: Failing to be at the assigned workstation when the final bell rings.

Arriving late for school

1. Any student who is late arriving for the first period class must report to the principal’s office for an admit slip to enter class or study hall. Students will be allowed one (1) unexcused tardy per class each grading period.

Between-class tardiness

2. The individual teachers or a team of teachers will develop procedures for managing tardiness between classes. The focus will be to assist students in solving their problem. Students and parents will receive notice of the policy during orientation activities.

3. If a student is tardy between classes because of a teacher conference, the teacher shall provide a written excuse.

IV. Busing

When a student is riding, boarding, or leaving the bus, the bus driver has supervisory control over the student and may exercise reasonable and necessary physical restraint to maintain that control.
In view of the fact that a bus is an extension of the classroom, the Board will require students to conduct themselves in the bus in a manner consistent with established standards for classroom behavior.

In cases where a student does not conduct himself properly on a bus, the bus driver will bring such instances to the attention of the building principal and transportation supervisor. The building principal will inform the parents immediately of the misconduct and request their cooperation in checking the student’s behavior.

Students who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the principal. In such cases, the parents of the students involved become responsible for seeing that their children get to and from school safely.

Madison Central School District provides rural and in town transportation. It is a full time job driving a bus, and we expect students to take responsibility for themselves and follow the rules of the bus driver. The district has provided the bus drivers with proper procedures to follow in the event a student chooses to disrupt the bus driver. Like many things in life, riding the bus is a privilege not a right. (Board Policy EACC and EACC-R)

V. Expulsion
Expulsion is the denial of a student to participate in any instructional or school activity for a period of time as determined by the school board. Expulsion shall not extend beyond the end of the current school year. Exception: A weapons violation may result in expulsion into the next school year. (See Board Policy JGD-R)

Causes for Expulsion
Causes for expulsion include, but are not limited to, the following:
A. Criminal Acts
B. Failure to comply with the stated conduct standards. (See Major Offenses)
C. Open defiance of school authority
D. Willful disobedience
E. Use of profane or obscene language

The administration will make any recommendations for expulsion to the school board.

VI. Harassment/Bullying

Student Bullying
The Madison Central School District is committed to maintaining a constructive, safe school climate that is conducive in student learning and fostering an environment in which all students are treated with respect and dignity. Persistent bullying can severely inhibit a student’s ability to learn and may have lasting negative effects on student’s life. The bullying of students by students, staff or third parties is strictly prohibited and shall not be tolerated.

Bullying consists of physical, verbal, written or electronic conduct directed toward a student that is so severe, pervasive and objectively offensive that it:
1. has the purpose of effecting or creating an intimidating, hostile or offensive academic environment, or
2. has the purpose or effect of substantially or unreasonably interfering with a student’s academic performance which deprives the student access to educational opportunities.

This policy is in effect while students are on property within the jurisdiction of the board; while students are in school-owned or school-operated vehicles; while students are attending or engaged in school-sponsored activities; and while students are away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district. It shall be the responsibility of the superintendent to develop administrative regulations, in accordance with this policy, to protect the district’s students from the harmful effects of bullying. (See Board Policy JFCE)

Regulations accompanying this policy shall include, but are not limited to:

1. Additional definitions, if necessary, to assist in the implementation of this policy;
2. A procedure to report incidents of bullying;
3. A process to investigate reported acts of bullying;
4. A procedure, consistent with district policy, to provide appropriate consequences for any individual found to have engaged in bullying;
5. A statement prohibiting retaliation against individuals who, in good faith, report acts of bullying; and
6. A process to inform staff, students and parents of the district’s bullying prevention policies and efforts.

This policy shall not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions where the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others. (Board Policy JGD)

**Sexual Harassment**
It is the district’s policy that sexual harassment is illegal, unacceptable and shall not be tolerated; no employee or student of the district may sexually harass another. Any employee or student will be subject to disciplinary action. (See Board Policy ACAA and JGAA)

**VII. Internet Acceptable Use Policy and Web Page Development Policy**
Internet access is available to students and teachers in the Madison Central School District (MCSD). The Madison Central School Board believes the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the Madison Central Schools by facilitating resource shV

**VIII Madison Central Non-Discrimination Policy**
The Madison Central School District #39-2 does not discriminate in its employment policies and practices, or in its educational programs on the basis of race, color, sex, disability, national origin, age, creed, religion, or political affiliation.

The school district will adhere to the principles of Equal Employment Opportunity and Title VII in its employment policies and practices. The provisions of this policy apply to, but are not limited to Madison Central's recruitment, selection, placement, testing, training, overtime, promotion, facilities, layoffs, recalls, and disciplinary action. Key positions not filled through promotion within the school system will be widely advertised as deemed reasonable. Exceptions may occur in emergency situations where time will not allow the total process. Classified positions will be advertised on a local basis.

Inquiries concerning the application of Title VI, Title VII, Equal Employment Opportunity, Title IX, or Section 504 may be referred to Office of the Superintendent, 800 NE 9th St., Madison, SD 57042, phone (605) 256-7700 or to the Regional Director, Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64144-3302. (Board Policy AC)

**IX. Vehicle Use On School Property**
All school parking lots are owned, maintained and governed by the School District and School Board.

The School District does not accept responsibility for any damage to a vehicle that is incurred while the vehicle is parked on a school owned lot unless it is caused by a school employee in a school owned vehicle.

All district personnel and students utilizing the parking lots during school hours must have their vehicle registered with the School District and the identification number displayed.

Students will be provided information regarding traffic rules and parking control through the student handbook.

All vehicles in violation with District policies may be removed without notice at owner’s expense. (Board policy JHFD)