

Addendum to the MGUSC Pre K-12 Handbook  
for Madison-Grant High School  
2015-16 School Year

# WELCOME!

The faculty, staff and administration welcome you to Madison-Grant High School. It is our sincere hope that you will find the 2015-2016 school year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of MGHS is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort on the part of students, teachers, administrators, parents, and the community must exist. We urge your cooperation in this very important venture and assure you that the results will be worth your while.

It is recognized that participation in school activities increases one's academic success. For this reason, all of us at MGHS encourage you to become involved in the wide variety of activities that will be available this year. Participation in school activities generates a sense of loyalty and pride. Plan to attend extracurricular events and show your school spirit.

Research has shown that attendance and academic achievement are directly related. Whenever the number of student absences increases, grades drop. Most students who fail in their classes have poor attendance. Many students with numerous discipline referrals to the office also have poor attendance. Being at school on a regular basis is important for your academic success. We encourage you to be at school every day.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as citizens of this school. We encourage you to read this book and be knowledgeable of its contents.

Share your handbook with your parents. If you or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

We wish you the best of luck during your 2015-2016 school year at MGHS.

## CO-ED BEHAVIOR

Boy/girl relationships at school and school functions should exhibit mature judgment. Students are expected to refrain from outward displays of affection beyond simple hand holding. Failure to follow simple rules will result in the following:

First Infraction -- Administrative conference and/or parent notification

Second Infraction – Detention(s), Friday School, or possible I.S.S./O.S.S.

## COLLEGE VISITATION DAYS

Senior students at MGHS are entitled to one (1) college visitation day during their senior year. Junior students are entitled to one (1) college visitation day during their second semester with permission of their parent/guardian. Students taking a college day **MUST** do the following:

1. Obtain a form from the Director of Guidance at MGHS.
2. Telephone the college and speak to the person they will see during their visit.
3. Provide documentation of the visit upon return to school. (Failing to do so will result in an unexcused absence.)
4. College days are not permitted before October 5, 2015 or after May 2, 2016.

## DANCES

School sponsored dances are a fun and important part of student life at MGHS. It is expected that students' behaviors meet the expectations of the school day. While the student dress code is relaxed at school dances, students are expected to dress appropriately and to maintain appropriate dress throughout the dance. A student requesting to bring a guest who is not a Madison-Grant High School student must have a Student Guest Form completed and returned to the main office prior to the event. This form requires the signature of the administrator of the guest school. The minimum grade level for all guests is ninth grade, and all guests must be under the age of 21.

## DETENTIONS

### *After School / Friday School*

After School Detentions will be held every Tuesday/Thursday throughout the school from 3:15-4:15. *Friday school will be used every other Friday after school from 3:15 to 5:15.* Failure to serve a scheduled detention without prior administrative approval is considered unexcused and subject to the following discipline:

- |                          |                                                                  |
|--------------------------|------------------------------------------------------------------|
| 1 <sup>st</sup> Offense: | 3 Lunch Detentions                                               |
| 2 <sup>nd</sup> Offense: | 5 Lunch Detentions                                               |
| 3 <sup>rd</sup> Offense: | Assigned 1 Day I.S.S.                                            |
| 4 <sup>th</sup> Offense: | Assigned 3 Day I.S.S. and loss of driving privileges for 10 days |
| 5 <sup>th</sup> Offense: | Assigned 1 Day O.S.S. and loss of driving privileges for 20 days |

## **GUIDANCE SERVICES**

Guidance services are available to every student in the school. These services include assistance with educational planning; interpretation of test scores; occupational information; career information; study helps; help with home, school and/or social concerns; or any question the student may feel he/she would like to discuss with the counselor. Students wishing to see a counselor should arrange an appointment. Parents are also encouraged to confer with the counselors.

Student initiated schedule changes can be made up to one week before school begins in August. Student initiated schedule changes will NOT be honored at the end of the first semester. Counselors are available two weeks before school begins and two weeks after school ends to make necessary changes to student schedules.

## **HOMEWORK POLICY**

Anytime homework is graded, the following expectations will be enforced for late work:

- 1 Day – 10% reduction of grade obtained on the assignment
- 2 Days - 20% reduction of grade obtained on the assignment
- 3 Days – 30% reduction of grade obtained on the assignment

## **LIBRARY/MEDIA CENTER**

The library/media center at Madison-Grant High School is open from 8:00 a.m. to 3:10 p.m. daily. The library is also open until 8:00 p.m. on Thursdays for use by students and community patrons.

There are over 8,000 books available to help you complete homework assignments, provide leisure reading and information about hobbies and other interests. Athena, the computerized card catalog and circulation system, provides ready access to available books.

Many of the books in the library are designated for Accelerated Reader. They are easily identified by the blue stickers on the books' spines. To take an AR test in the library, students need their student ID card, AR password number, and a copy of the book. Failure to return books and/or materials when due may result in a detention.

In addition to books, the library subscribes to more than 35 magazines and 3 or 4 daily newspapers. Infotrac and Inspire, Indiana's virtual library, are two electronic sources available for periodical articles. These may be accessed from the computers in the library or through the school's website.

Career, college, and vocational school information is readily available in the library/media center in books, in career pamphlets, and through COIN, a computerized college and career search.

Several computers are available for student use, providing for word processing, encyclopedia searches, SAT study, general reference searches, and Internet searches. Students must have their student ID cards when using the computers.

## **CELLULAR TELEPHONES**

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school vehicles the cellular telephone remains off. Students may not use cellular telephones on school property or at

school-sponsored activity to gain access and/or view Internet web sites that are otherwise blocked to students at school.

The use of cellular telephones in locker rooms, classrooms, and bathrooms is prohibited.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone. If the cellular telephone is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography).

The student who possesses a cell phone is responsible for its care. The school is not responsible for preventing theft, loss, damage, or vandalism to cell phones brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

### **ELECTRONIC DEVICES**

Electronic Devices All electronic devices are to be turned off and put away during instructional times or at the request of school personnel. During the school day, a student has the privilege to use these devices during his or her assigned lunch period or passing period. Teacher discretion may be used to permit the use of electronic devices in the classroom. If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by parent or guardian. \*The school is not responsible for any lost, damaged, or stolen electronic devices.

### **SMOKING/TOBACCO**

Students are not permitted to smoke on school property or at any school activity. Students are also not to have any form of tobacco in their possession or in their lockers while at school. Violation of this policy will result in confiscation of the tobacco and disciplinary action.

The disciplinary action for smoking, using smokeless tobacco or the possession of tobacco products on school property or at any school activity is as follows:

- First offense ..... 3 days out-of-school suspension
- Second offense ..... 5 days out-of-school suspension
- Third offense ..... 10 days out-of-school and due  
process for expulsion

## STUDENT ATHLETE ABSENCE/PARTICIPATION

An athlete (including cheerleaders), who is too ill to attend school during the school day, or leaves school early because of illness, will not be permitted to participate in any athletic practice or contest after school or in the evening. Any student ill in the morning but in attendance at school before his/her 5<sup>th</sup> period class may participate in any athletic practice or contest after school or in the evening.

## TARDIES

Students are expected to be on time to all classes. **A student will be counted tardy to a class if he/she is not in the classroom when the bell rings. However, if a student has permission from the teacher prior to the beginning of class OR the student returns to class with a pass from an administrator, office staff member or teacher he/she should not be considered tardy.**

Failure to have the proper admit slip after an absence from class will result in a tardy if the student is unable to get the slip from the office before the bell rings. Any tardy more than 15 minutes to class will be considered an unexcused absence.

1 <sup>st</sup> tardy to a class .....	Verbal warning from teacher
2 <sup>nd</sup> tardy to class.....	Verbal warning from teacher
3 <sup>rd</sup> tardy to a class.....	1 detention
4 <sup>th</sup> tardy to a class.....	1 Friday School
5 <sup>th</sup> tardy to a class.....	1 day out-of-class suspension
6 <sup>th</sup> tardy to a class .....	3 days out-of-class suspension
7 <sup>th</sup> tardy to a class .....	1 day ISS or possible removal from class with loss of credit

**Note: Students who drive to school and receive a 5<sup>th</sup> tardy to their 1<sup>st</sup> period class will receive a driving suspension of 20 school days. During that time, the student will be required to ride the school bus to school or ride to school with an adult, not another student.**

## VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS

Valedictorian and salutatorian honors at MGHS require eight (8) full semesters of attendance at an accredited high school and a minimum of one full semester of residency during the senior year. **Valedictorian(s) and Salutatorian(s) will be determined by class rank based on cumulative grade point averages through the 8<sup>th</sup> semester.** Actual class rank will be recorded on permanent records for students. Valedictorian and salutatorian students are encouraged to follow the recommended college entrance curriculum suggested by most colleges.

NOTE: Any student wanting to be considered for Valedictorian or Salutatorian must graduate with the Academic Honors Diploma.

## VOCATIONAL SCHOOL

Students attending area vocational schools must be enrolled in a minimum of one class per semester from the sending school. Vocational students who have a minimum 97% attendance rate at vocational school will be permitted to return to Madison-Grant High School for pep sessions if arrangements are made with the guidance office at least 3 days prior to each event. Vocational students must attend

vocational school every day it is open, even if Madison-Grant is *not* in session, unless MGHS's closure is due to weather. All Madison-Grant High School attendance policies apply to students attending vocational school.

### **WORK PERMITS**

In order to receive and keep a work permit, students must be in compliance with the corporation's attendance policy (no more than 9 absences per semester) and pass a minimum of 5 subjects each grading period. If a student does not meet these criteria, the student will have his/her work permit invalidated or denied.