**Handbook of Academics & Behavioral Expectations**

 **James Madison High School**

**2735 NE 82nd Avenue Portland, Oregon 97266**

**(503) 916 - 5220 Fax: (503) 916-2702**



Dear Students, Parents/Guardians, and Staff,

The administration and staff of Madison High School have established three priorities for our school:

1. **To ensure high expectations for student achievement for all learners;**
2. **To create positive school/community relations that support student learning; an**
3. **To respect all students/families/staff as valued members of our community of learners.**

We believe that these priorities can best be achieved if students, families, and staff are aware of and adhere to a standard of conduct that ensures a safe and orderly learning environment for the students and adults who work at our high school. By working together, we can attain our common goal – your student’s success in school.

**The Handbook of Academic and Behavioral Expectations** for Madison High School constitutes our official notification to you of expectations for students and staff. It is our intent that the specific expectations set forth in this handbook contribute to a positive school climate, one based on daily interactions among students, parents, and staff characterized by c*ivility, respect, and integrity*.

We ask for your help in ensuring that Madison High School provides such a learning environment for your son or daughter. Please take time to review the handbook and to discuss the school’s expectations as well as your own for your son or daughter while at school. Positive schools reflect the mutual commitment of families and schools to reinforce student behavior that promotes success in school and in life.

We anticipate an outstanding school year!

***The Madison High School Administration***

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Appendix A: Notification of Rights under FERPA

**Madison High School Handbook of**

**Academic and Behavioral Expectations**

**1.0 Introduction**

The Board of Directors of the Portland Public Schools as well as the staff and administration of Madison High School are committed to a positive, respectful, inclusive climate in school that ensures safe and drug-free learning communities, provides positive behavior supports, ensures equitable outcomes in discipline, and maximizes the time students spend in school.

Recognizing that student discipline practices are closely related to student achievement, we support practices that:

1. Are well researched and result in safer schools grounded in equity, improved student achievement, improved student attendance, and increased student accountability;
2. Provide consistency, fairness, and equitable interventions and consequences;
3. Eliminate disparities in applying discipline by ensuring equitable interventions and consequences cross all racial and ethnic groups, by gender, among those with disabilities, and other protected classes;
4. Define and communicate expectations for student behavior;
5. Define and communicate expectations for staff responsibilities related to student conduct and discipline;
6. Balance the needs of the student, the needs of those directly affected by a student’s behavior, and the needs of the overall school community;
7. Engage parents/guardians early in the disciplinary process;
8. Facilitate students, staff, parents/guardians, and the community working together to provide both academic and non-academic support to students.

Proper student conduct, reinforced by an effective discipline program based on best practices and cultural responsiveness, is essential to creating and maintaining a positive, respectful and inclusive school climate (PPS Board Policy 4.30.10-P **Student Conduct and Discipline**).

The purpose of this handbook is to outline the essential components of the Madison High School Discipline Plan in order to assist all students in learning to make positive decisions regarding their behavior. It is also to ensure that students, parents/guardians and staff are clear regarding student rights and responsibilities, conduct expectations, and possible disciplinary actions.

This handbook is prepared and distributed annually to inform students of school policies and practices. At Madison High School we believe that:

1. Young people have the right to receive the best education that our resources can provide; this right carries with it certain responsibilities on the part of every student enrolled at our school.
2. Both the school and home share the responsibility to help students accept responsibility for their learning and their behavior.
3. A strong partnership of cooperation between the student, the school, and home will support staff efforts to maintain a safe environment, provide an environment conducive to learning, and provide a place for positive socializing.

Students at Madison are expected to contribute to a positive educational climate, to actively participate in learning, to behave appropriately, and to respect the rights of others while at school or engaged in any activity on school grounds or under the supervision of school or district personnel. Students whose actions violate any school rules in a setting *outside of school* are still subject to school disciplinary action, up to and including expulsion, if their actions can reasonably be anticipated to substantially disrupt, or materially interfere, with the operation of the school or to intrude upon the rights of other students who attend Madison High School.

A critical first step for students to be able to meet these expectations is for them to understand them. What follows is an outline of expectations and school rules in addition to the Oregon laws (ORS) which govern school policy and practice.

**2.0 ATTENDANCE AND ENROLLMENT**

Having students attend school regularly is a top priority at Madison High School.

*Students have the right:*

* To attend school if they have not completed graduation requirements or reached the age of 19. If a student’s 19th birthday occurs during the school year, he/she shall continue to be eligible to attend for the remainder of the school year. Students may attend school until the age of 21 if the student is receiving special education services or ELL services. (ORS 339.115)
* To receive information about alternative education programs when irregular attendance, poor academic performance, or serious disciplinary issues are keeping the student from benefiting from his/her educational program. (ORS 339.250)

*Students have the responsibility:*

* To attend all classes on all scheduled school days.
* To be on time and observe policies governing absences or late arrivals.
* To submit a note with parent/guardian’s signature explaining the reasons for their absence.
* To resolve all absences within three (3) days of the occurrence.

**2.1 ATTENDANCE REQUIREMENTS**

Madison High School will follow ORS 339.065(2) in regard to attendance. The law states: “An absence may be excused by a principal or teacher if the absence is caused by the student’s sickness, the sickness of some member of the student’s family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.” (Exceptions to attendance requirements may be granted as provided for in Oregon Revised Statues.)

**2.2 Excused absences**

An excused absence requires that the parent/guardian provide a note to the Madison High School Attendance Office that includes the reason for the absence and a daytime phone number where the parent/guardian can be reached (a parent/guardian signature is required on notes). To excuse an absence a parent/guardian has until three (3) days following the absence.

**2.3 Absences related to communicable diseases**

Parents/guardians of a student with a potentially communicable or contagious disease are expected to telephone the school nurse. Students with such a disease may be excluded from attending school until a physician, public health nurse or school nurse certifies that the student is not infectious to others. Very few illnesses mandate exclusion from school. However, students should be excluded if illness prevents participation in school activities, if it requires more care than the school staff can provide, or if symptoms of a communicable disease (fever greater than 100.5, vomiting, rash, etc.) are present. Parents/guardians with questions about this policy should contact the school nurse.

**2.4 PRE-ARRANGED ABSENCES**

Absences will be excused for other legitimate family matters if they are pre-arranged by a parent/guardian note. Some examples of pre-arranged absences include funerals and marriages, court appearances, and college visitations. For any anticipated absence that will be more than one day, students are expected to pick up a Pre-arranged Absence Form from the office to take around to their teachers. Upon completion the form must be returned to the office at least one day prior to the absence. Failure to pre-arrange these anticipated absences may result in the student being counted as unexcused.

**2.5 PARTIAL DAY ABSENCES**

When students are absent for a part of the school day, the parent/guardian may only excuse an absence if the student has a valid reason and checks in and/or out at the office. A reasonable effort will be made to notify a parent/guardian when the student exits to verify that they are approving the absence. **Oversleeping, missing the bus, car problems, or being unprepared for class are not acceptable reasons for an excused absence.**

**2.6 UNEXCUSED ABSENCES/SKIPPING CLASS**

A student who is absent from school, or from any class without permission will be considered unexcused and will be subject to disciplinary actions. With unexcused absences the student may lose the right to earn credit for any of the work that was due or assigned on the date of the absence. Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs or on the day on which school officials discover the absence.

**2.7 TARDIES**

Students who are not present at the start of class will be counted tardy. Individual teachers will apply their own tardy policy concerning the first two unexcused tardies. Students who are chronically tardy will be referred to the administration for additional consequences. A late arrival of more than 20 minutes will be counted as an unexcused absence.

**2.8 HOMEWORK REQUESTS**

Collecting work for short-term (1-2 days) or pre-arranged absences is the responsibility of the student who should contact teachers directly by phone, email, or in person. Collection of work during longer term, unplanned absences can be facilitated by the Madison counseling office.

**2.9 MEDICATIONS AND SPECIAL HEALTH NEEDS**

Any medication administered or taken at school must be done in accordance with state guidelines and school policy. Written parent/guardian and/or physician permission is required for all prescriptions and non-prescription medications. Medications must be stored in the School Nurse’s office in the original container. It is suggested that the administration of medication at school be kept to a minimum. Parents/guardians of students with special health needs (e.g., diabetes, etc.) are encouraged to work with the school nurse to develop a plan for urgent health problems. Sharing of medication with other students is not permitted and will be dealt with as a disciplinary concern.

**3.0 SCHOOL ENVIRONMENT**

At Madison High School we believe that most inappropriate student behavior occurs because a student is seeking attention or reacting emotionally to a situation rather than thinking clearly about the future impact of his/her actions. As a result, our staff focuses on teaching students what we call “replacement behaviors” – more appropriate ways to get attention or to respond to situations that occur in school. We also work diligently to provide students with interesting, meaningful instruction at their appropriate level because we know that engaged and successful students are less likely to have behavior problems in school. We use a process called Positive Behavioral Support to recognize and reinforce appropriate student behavior.

We expect Madison students to:

1. Be respectful
2. Be responsible
3. Be safe
4. Be engaged

All staff expl**i**citly teaches and reinforces those appropriate behaviors in the classroom, in the halls, and at school-sponsored activities. In addition, Madison staff members are trained in correcting early-stage misbehavior and are expected to implement a system of classroom discipline and progressive interventions prior to referring a student to administration for behavioral issues. Each teacher has taken the following steps in order to ensure good communication and understanding of the Madison system:

1. Each teacher has established his/her classroom expectations and submitted their classroom management plans to the principal. These expectations have been explicitly communicated to students and are posted.
2. Teachers have sent a letter of introduction to all parents/guardians in which they outline their academic, as well as behavior expectations, for the year.
3. Staff meetings have been conducted to discuss this handbook to ensure a school wide approach to student discipline.
4. During September, all students will be taught the Positive Behavior expectations as well as the details of the classroom and school discipline plan.

As a result, all students and staff understand the high expectations Madison has across all classrooms and common areas of the campus. We encourage parents/guardians to read the contents of this **Handbook of Academic and Behavioral Expectations** and ask their son or daughter to share the details of teachers’ expectations so that the school, student, and family can work together to create a positive learning environment at Madison High School.

**3.1 PROGRESSIVE DISCIPLINE**

In the event that classroom interventions are not effective, or the combined efforts of the teacher and the family do not successfully change the problem behavior, there is a series of progressive discipline steps that occurs which are determined based on the problem behavior.

 **Consequences**

* Step 1: Classroom consequences are employed;
* Step 2: When classroom consequences don’t work referrals will be made to the Restorative Justice Process.
* Step 3-5: With each subsequent referral additional consequences will be employed including detention, loss of privileges (including before/after school activities, dances, off campus lunch), suspension, and expulsion.

It should be noted that the following behaviors are never allowed and will be dealt with immediately without going through the steps of the progressive discipline model:

* Weapons and/or fighting
* Alcohol/drug possession
* Theft
* Open defiance to adults
* Bullying/Harassment/Threat of violence
* Repeated or continuous disruptive behavior.

However, after discipline is imposed the student will have the opportunity to repair the harm that was caused. The student will work the Restorative Justice Coordinator to figure out the best way to re-enter into the learning community.

**3.2 AUTHORIZATION TO PREVENT HARM**

A staff member is authorized to employ appropriate physical force when, in his/her professional judgment, the physical force is necessary to prevent a student from harming self, others, or doing harm to district property. Physical force shall not be used to discipline or punish a student.

**3.3 HARASSMENT/BULLYING**

All students are entitled to attend school without harassment or menacing. Harassment includes intentionally annoying another verbally, in writing (including texting or online), or by physical contact. Menacing includes attempting to place another person in fear of injury. The creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive attention is also considered harassment.

***If you are the victim of any type of harassment or menacing, inform your parent/guardian(s) and immediately report the incident to a counselor or an administrator. The school district has a clear policy and procedure for dealing with incidents of reported harassment (PPS BOARD POLICY 4.30.060--P) School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of school rules, but complete anonymity may not be possible in all circumstances.***

**3.4 FIGHTING, DISRUPTIONS**

All students are entitled to attend school in an environment free of fighting or physical violence of any kind. Students who promote, or become involved in such activities can expect to be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and their families. Disciplinary action including suspension and/or expulsion may result REGARDLESS of initiating responsibility.

**3.5 GANG ACTIVITY/SECRET SOCIETIES**

Membership or affiliation in gangs, secret societies, or non-sanctioned clubs is prohibited at Madison High School. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by the virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community are forbidden.

Incidents involving initiations, hazing, intimidation and/or related activities of such affiliation, which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students, are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities that intimidate or affect the attendance of another student, will be subject to disciplinary action including suspension or expulsion.

**3.6 THEFT**

Theft constitutes criminal conduct under the laws of the State of Oregon. Suspension or expulsion may result, and proper law enforcement agencies will be notified at the discretion of the school administration. Disciplinary action will be taken by the school regardless of the consequences or sanctions imposed by law enforcement agencies.

**3.7 WEAPONS**

Violation of school rules regarding weapons or explosive material will result in suspension and expulsion as permitted by **ORS 330.240(6)** for up to one calendar year. Disciplinary action may include involvement of civil or law enforcement authorities.

**3.8 DRUGS AND ALCOHOL**

The school recognizes that the abuse of drugs and alcohol pose extremely serious health risks. Administrators are responsible for assessing penalties to students who possess, distribute or attempt to distribute, or are under the influence of alcohol or controlled substances on school grounds, at any school-sponsored activity or under any circumstances when the student conduct is subject to school jurisdiction. Students will be dealt with under the district’s Drug and Alcohol Disciplinary Measures.

**3.9 TOBACCO**

No student may possess, use, sell, distribute tobacco in any form on school grounds, at school-sponsored activities, in school-provided transportation, or in student vehicles on campus. Madison High School is tobacco free for all staff, students, visitors, and community members. Students possessing or using tobacco products will be subject to discipline.

**3.10 VISITORS POLICY**

No person has a right to enter a school building or grounds unless he/she is a student in good standing or has bona fide school business to conduct. **All visitors must report directly to the main office and must wear appropriate visitor identification.** Students attending another school will not be permitted on campus during the school day. In some instances, visitors with clear educational purposes may be allowed on campus but only with prior administrative approval. Because of safety issues involved, the school reserves the right to trespass individuals or press charges against individuals who violate state statues on loitering and trespassing.

**3.11 OFF LIMITS AREAS**

In order to better supervise students and maintain an orderly learning environment, the following areas are off limits or restricted to all students: 1) Halls and common areas during class time, unless students have a valid hall pass; 2) locker rooms, unless permission has been granted by the P.E. teacher, coach, or an administrator; 3) any other unrestricted area as designated by a staff member or otherwise identified.

**3.12 OFF CAMPUS LUNCH**

Madison currently allows off campus lunch privileges for all students. This privilege will be revoked if a student does not use this freedom responsibly. Examples of irresponsible behavior include engaging (either directly or indirectly) in an off campus disruption of any kind and being tardy to class after lunch. Specifically, students who are tardy to class more than 3 times after lunch will lose their off campus lunch privilege for an amount of time designed by the Dean.

**The off campus lunch policy is examined yearly; frequent incidents of abuse of the privilege may result in a change in the policy for all students. Supporting your fellow students in getting to class on time will assure this policy continues.**

**4.0 FREEDOM OF EXPRESSION**

At Madison we believe that high school students are in the process of becoming adults and should learn to express their views and perspective on a variety of issues. They do, however, need to do so in appropriate ways.

*Students have the right:*

* To express themselves verbally, in writing, or by assembly in such a way that they do not violate the rights of other individuals or groups.
* To attend school in an atmosphere free of slurs based on religion, race, creed color, national origin, sex, marital status, age, or disability.
* To attend school in an atmosphere free of verbal assaults, privacy invasion, profanities, obscenities (as outlined in Oregon Revised Statutes), ridicule, and/or threats of physical harm.
* To dress and groom according to choice within the guidelines of what is appropriate and allowed in school.

*Students have the responsibility:*

* To respect another person’s right to privacy, and not to invade either verbally or in publication, another person’s lawful right to privacy without the person’s consent.
* To understand the effects of their expressions on other individuals or groups. (Verbal assaults, harassment, profanity and obscenity are prohibited.)
* To refrain from public displays of affection.
* To dress and groom in a manner that is modest, neat, and clean, and to avoid clothing that promotes illegal activity, violence, profanity, or gang affiliation.

**4.1 SPEECH**

Students are entitled to verbally express their personal opinions, provided that it does not disrupt the learning environment, undermine the authority of staff members, or infringe on the rights of other students. The use of verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action.

**4.2 SCHOOL PUBLICATIONS, DISPLAYS, AND PRODUCTIONS**

Written materials, flyers, photographs, pictures, petitions, films, tapes or other visual or auditory material may not be sold, circulated or distributed on district property by student or a nonstudent without the approval of the administration. Materials outside the editorial control of the district must be submitted to the principal or her designee for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns.

**4.3 ASSEMBLY OF STUDENTS**

Madison High School recognizes the constitutional right of students to assemble, but such assembly must not disrupt classes or the learning environment or cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal, and students will be notified of the decision and conditions governing the assembly within a reasonable time. School sponsored or sanctioned assemblies must be related to the school program.

**4.4 DRESS AND GROOMING**

Each student’s appearance must be neat, clean, and appropriate for school. Dress or appearance which may cause disruptions of the educational process or present immediate health or safety problems shall not be permitted. Attire that displays words, pictures, or symbols that make reference to illegal substances (drugs, alcohol, tobacco, etc.) is prohibited. Clothing that is sexually suggestive or that exposes undergarments shall not be allowed at school. Clothing that promotes illegal activity, violence, profanity, or gang affiliation is prohibited. Students may be sent home to locate appropriate clothing. In some cases disciplinary action may result.

**5.0. SEARCH AND SEIZURE**

*Students have the right:*

* To be present, whenever reasonable, when his/her property is being searched. There may be occasions, however, when school officials believe it is the best interest of the safety of the student(s) or the general welfare of the school to conduct a search in a student’s absence.

*Students have the responsibility:*

* To cooperate with school staff during all searches.
* Not to bring dangerous weapons (or look-alikes), unlawful drugs, or other prohibited substances or items, constituting a potential threat to the health or safety of any person.

**5.1 AUTHORITY TO SEARCH**

If school officials have reasonable suspicion to believe that evidence of a violation of law or school rules is contained on the person, in any locker, or other property utilized by students, including automobiles on campus, a search may be conducted under the general authority of the school district in connection with the obligation to maintain the safety and welfare of all students. If a student refuses to consent to a search, a suspension for insubordination will result, the School Resource Officer will be contacted, and an expulsion hearing will be considered.

When it appears that criminal activity is present, the police may be summoned for assistance. As appropriate an effort will be made to notify the parent/guardian of the situation. Parents/guardians are advised that in suspected child abuse cases, the Department of Human Services and/or law enforcement officials may exclude school personnel during the investigation and may prohibit school personnel from contacting parents/guardians.

**6.0 EXCLUSION FROM SCHOOL AND DUE PROCESS RIGHTS**

In the event that a suspension/expulsion from school is recommended in response to student behavior, there are procedures in place to ensure due a fair and orderly process.

*Students have the right:*

* To be presented with a verbal or written statement of the rule violations.
* To be given the opportunity to be heard and to respectfully present his/her views of the occurrence.
* To all due process guarantees contained in the school district’s procedures for the suspension and/or expulsion (see School Board Policy 4.30.021)

*Students have the responsibility:*

* To comply with school rules and regulations at school and at all school-related activities as outlined by Board policy and this handbook.
* To obey all federal, state, and local laws.
* To submit to the lawful authority of school personnel and to respond appropriately to any district recognized adult requests.
* To conduct themselves individually and collectively in an orderly fashion.

**6.1 SUSPENSION**

Suspension temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the administration. Suspension periods are not to exceed ten consecutive school days. The administration may suspend students and in issuing the suspension will take into account the severity of the act and the previous behavior of the student. Temporary suspension may be necessary while officials review evidence and possibly take further action. In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event. When the decision to suspend is made, parents/guardians will be notified, and a conference may be required of the student and/or the student’s parents/guardians before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form. Students have the right to make up all daily work missed during the time of a suspension.

**6.2 EXPULSION**

Expulsion means that a student is removed from school and all school-related activities for an extended period of time up to one calendar year. Expulsion is used in cases of extreme severity such as possession of a weapon at school, threatening a student or staff member, or for repeated serious violation of school rules.

**6.3 DUE PROCESS RIGHTS**

In all disciplinary cases students have due process rights which will, at a minimum, guarantee them a right to hear the charges, respond to the charges, and request a hearing to appeal an administrator’s decision. Appeals must first be made to the building principal and then to the deputy superintendent. In the case of expulsion a written copy of the appeal process will be given to the student and parents/guardians.

**7.0 TECHNOLOGY/ELECTRONIC COMMUNICATIONS**

Technology is a vital tool for instructional purposes at Madison High School, and access/use of technology is a key component of the educational program.

*Students have the right:*

* To use the district’s network for educational purposes including academic research, professional, or career development, and limited high-quality exploration of appropriate personal interests.

*Students have the responsibility:*

* To use the computer for school-related and academic purposes only and to log off the network properly, returning the computer to its standard state for the next user.
* To protect and maintain confidentiality of network username and password and to report to administration if you suspect someone is using your account to gain access to the school network.
* To comply with expectations in respect to illegal activity, system security, inappropriate conduct, limited expectations of privacy, plagiarism, copyright

Infringement, inappropriate access of material, and other restrictions of computer use. Activities such as playing video games or accessing social networking sites (e.g. Facebook, MySpace.com, etc.) are prohibited.

**7.1 COMMUNICATION DEVICES**

Students have the responsibility to ensure that their electronic devices (I-Pods, MP 3’s, cell phones, etc.) do not disrupt the learning environment. Unless directed by the teacher, such devices shall not be used during class time including, but not limited to, instant messaging (TEXTING), downloading music, and taking digital photographs. Electronic devices that are used inappropriately will be confiscated and returned to the parent/guardian or guardian. Furthermore, students must assume FULL responsibility in the event that their devices are lost or misplaced. In the unfortunate event that one of these electronic items (e.g., I-Pods, cell phones, etc.) is lost or stolen; **the school will not be responsible for replacement costs.**

**7.2 ETHICAL BEHAVIOR/ACADEMIC INTEGRITY**

Any form of academic dishonesty is grounds for disciplinary action, from receiving a failing grade on an assignment, to suspension, up to failing a class. Academic dishonesty includes:

* + - All forms of plagiarism, including copying material from the Internet
		- Stealing, buying/selling, borrowing/lending assignments, research papers, or tests
		- Performing academic assignments for others (including tests and examinations)
		- Passing off computer or native speaker translations as your own
		- Representing others’ work as your own
		- Cheating on tests, including the use of resources when not allowed
		- All other practices commonly understood to be academically dishonest.

Depending on the severity of the offense, discipline may range from detention to removal from the class and loss of credit, to expulsion from school. Academic dishonesty on tests and assignments may include two persons, the one copying and the one allowing their work to be copied. Both may be punished for academic dishonesty.

The most common form of academic dishonesty is *plagiarism.* Plagiarism occurs whenever a student does not properly credit another’s work, passing it off as his/her own. Examples range from copying information from another student’s paper to downloading entire papers off the Internet. Plagiarism can be deliberate copying of work or careless research such as paraphrasing another’s words without giving credit. Plagiarism is representing another’s work as one’s own. The consequences for plagiarism range from level 1 for first offense (letter, parent/guardian conference, contract), to level 2 (intervention and removal from class for up to two days), to level 3 (suspension up to 10 days) to level 4 (expulsion or placement in an alternative school).

First offense Student committing plagiarism will:

* receive a “0” on the assignment
* receive a warning referral to their counselor which will be kept in the student’s file in case of a second offense in any class
* require a parent/guardian phone contact and/or conference.

Second offense Student committing plagiarism will:

* + - a referral to the vice principal who may issue a two day suspension
		- a “0” on the assignment
		- a staffing with student, parents/guardians, counselor and teachers to explain the serious consequences in any class

A third offense in any class may result a failing grade, suspension, removal from that class, or possible expulsion.

**8.0 ATHLETICS AND ACTIVITIES**

**8.1 CLUBS, ORGANIZATIONS, AND ACTIVITIES**

Extracurricular and co-curricular activities in high school are extremely important in teaching the many intangible skills and qualities necessary for success in life. Students who are active in school clubs and sports are often more likely to be successful academically. School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self-reliance, and self esteem. Students who do not participate in this important part of life are not taking full advantage of the educational opportunities proved. Students are encouraged to **Get Involved!**

**8.2CITIZENSHIP**

Honesty, integrity, respect, responsibility, compassion, kindness, and courage are standards of character for all students but especially for those involved in extra-curricular activities representing Madison High School. Athletes, for example, are recognized on and off the playing surface and are expected to represent their school, community, teammates, and coaches in the most positive ways possible. The Athletic Code of Ethics must be signed and adhered to by all athletes in order to participate in any sport. Violations of the Athletic Code may result in disciplinary action regarding team participation beyond the consequences outlined in this **Handbook of Academic and Behavioral Expectations.**

**8.3 DANCES AND SCHOOL FUNCTIONS**

Various classes and student clubs sponsor up to five (5) dances each school year. The adult advisor is responsible for coordination and supervising, while the class members or club members are responsible for recruiting chaperones, decorating, and cleaning up. At least eight (8) staff chaperones are required for each dance. Chaperones and all other preparations for the dance must be in place by the Tuesday prior to the dance. School dances end at 11:00 p.m. In order to attend a school dance or other function the following expectations apply:

1. Students are expected to have student I.D. cards for admission to dances and/or other activities.
2. Students are not permitted to re-enter a dance once they have left.
3. Guest passes are available for the Winter Semi-Formal and the Prom. All other dances are “Madison Student Only”. Guest passes must be submitted to the campus monitor for approval seven days prior to the dance; there is not expectation that all guests will be approved. Guests must be currently enrolled in a high school and be in good standing (no discipline issues).
4. Students who have been suspended, expelled, or otherwise barred from the campus are not permitted to attend dances.
5. Parents/guardians will be called for any student not following school rules or who fails to respond to legitimate adult requests while attending a school dance or function.

**8.4 SPORTSMANSHIP AT EXTRACURRICULAR EVENTS**

Both participants and spectators represent Madison and the Madison community at extracurricular and athletic events. Madison High School students and parents/guardians are expected to uphold the high standard of conduct and sportsmanship that has come to be expected of them at both home and away extracurricular events. Students representing Madison High School at school-sponsored events as participants or spectators are subject to the rules of the school code. Madison may limit spectator participation due to inappropriate conduct.

**9.0 OTHER PROCEDURES**

**9.1 EMERGENCY/SCHOOL CLOSURE**

Radio and television stations in the greater Portland area will announce closure due to inclement weather or unforeseen emergencies. Most stations will carry this information. Additionally, Portland Public Schools will use a robo-call system to inform parents/guardians. Please ensure that the phone number/emergency contact numbers on file at Madison High School are correct.

**9.2 EVACUATION DRILLS**

Drills will be scheduled at approximately one-month intervals throughout the school year. All students must follow the regulations and procedures outlined below:

* Proceed quietly to the designated safe area (generally the Glenhaven park or the lower parking lot), sit quietly with the rest of his/her respective class, and check in with his/her assigned classroom teacher. Classes are to stay together with an appreciation of the seriousness of the drill and follow the directions of staff members.
* Wait for the all clear signal from administration before returning to the building.

**9.3 BUS TRANSPORATION**

Students must follow the rules governing behavior on school buses or may forfeit the right to ride. Students should understand that the bus driver is responsible for the safety of students. A licensed teacher or certified coach is responsible for establishing departure times of field trips and school activities, and for maintaining order during these trips.

**9.4 STUDENT RECORDS**

See Appendix A for Notice of Family Educational Rights and Privacy Act (FERPA). In general,

*Students and their parents/guardians have the right:*

• To inspect and review the student’s records.

• To receive a copy of the student’s educational records.

• To request that the records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.

• To consent to disclosure, with certain exceptions, of personally identifiable information contained in the student’s education records.

• To file a complaint regarding the District’s compliance with the federal law governing educational records.

• To obtain a copy of the District Student Records Policy from the Superintendent’s Office.

*Eligible students and their parents/guardians have the responsibility:*

• To make a written request to the principal to inspect any of the student’s educational records. The request should specify as precisely as possible the record to be inspected.

Educational records requested under OAR 581-21-250 (l) (m) and (p) will be forwarded within 10 days of receiving the request. The school will also release directory information unless the parent/guardian or eligible student requests otherwise. Directory information is defined as: student’s name, address, photograph and listed telephone number; participation in recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees or awards; most recent previous school of attendance; and illness or accident information necessary for dealing with emergencies OAR 581-21-220 (2). The parent/guardian (or student if 18 years of age) not wishing to have this information published, including on any school district website, must notify the appropriate school in writing. Providing a student’s social security number is voluntary. An amendment to a student’s education record may be made to ensure that they are not inaccurate, misleading, or otherwise in violation of a student’s rights.

The administrative staff may withhold the grade reports, diploma or records of any student who owes fees or who has lost or willfully damaged District property until the student or parent/guardian has paid the amount owed (ORS 339.260). Students or parents/guardians will receive written notice at least 10 days in advance of withholding stating the school’s intent to withhold records. The notice will include an itemization of fees, fines, or damages owed and will notify parents/guardians of their right to request a hearing. The district may waive fees, fines, and charges if the student or parents/guardians cannot pay.

**X. SUMMARY and CONTACT INFORMATION**

We believe that the best discipline solutions present students with meaningful learning experiences. Although consequences for violations of school rules may result in significant hardship such as a suspension or expulsion for an individual student, other students must be assured of the right to attend school in a safe and secure environment. In all cases, the administration will work diligently with all students who are disciplined for inappropriate behavior and their families to help that student learn how to successfully comply with school rules. In addition, any student who is suspended or expelled will be provided with an alternative means to continue with his/her education while disallowed from attending Madison High School.

As a learning organization, our goal is to help students learn the right behaviors and to promote positive character: honesty, integrity, respect, responsibility, compassion, kindness, and courage. We appreciate our students and look forward to another great school year at Madison High School.

If we can be of assistance to you, please call us at (503) 916-5220.

**Appendix A: Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 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 the student's education records within 45 days of the day the School receives a request for access.  Parents/guardians or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

 The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  Parents/guardians or eligible students who wish to ask the School to amend a record should write the School principal and clearly identify the part of the record they want changed, and specify why it should e changed. If the School decides not to amend the record as requested by the parent/guardian or eligible student, the School will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

 The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks.  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.  Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning the alleged failure of the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office  U.S. Dept of Education  400 Maryland Avenue, SW Washington DC 20202-8520