

**Madison Board of Education, Madison District #1**

Board of Education Regular Meeting  
Monday, April 10, 2017 7:00 PM  
Middle School/High School Commons  
700 South Kent St.  
Madison, NE 68748-0450

*The sequence of items on the agenda is provided as a courtesy. The board reserves the right to consider items in any sequence deemed appropriate. Therefore, visitors are encouraged to attend the meeting from the beginning.*

1. Call the Meeting to Order
  - 1.1. Roll Call
  - 1.2. Excuse Absence Board members
  - 1.3. Pledge of Allegiance
  - 1.4. Open Meetings Act
  - 1.5. Madison Public Schools Mission Statement
2. Spotlight on Education - Madison Middle School Teachers
3. Consent Agenda
4. Executive Session - Strategy session with respect to pending litigation.
5. Public Forum
6. Administrator and Other Reports
  - 6.1. Athletic Director report
  - 6.2. Elementary Principal's report
  - 6.3. Student Services report
  - 6.4. Secondary Principal's report
  - 6.5. Superintendent's report
7. Board Committee Reports/Meeting dates
8. Action Items
  - 8.1. Approve 2017-2018 Student handbooks with recommended changes.
  - 8.2. The board will consider and act upon issues relating to retention of legal counsel to assist it in administering the personnel hearing requested by Beau Viergutz.
9. Topics for next month's Board of Education meeting
10. Adjournment

*The board reserves the right to enter executive session if it deems it necessary to prevent needless injury to a staff member's reputation or for the protection of the public interest.*

Liability Activity Fund  
Account QuickReport  
As of March 31, 2017

Date	Num	Name	Memo	Split	Amount	Balance
Activity Fund						152,815.18
03/03/17	DEBIT	Omaha Performing Arts	Tickets to "Jersey Boys"	Band	-992.00	151,823.18
03/07/17	22998	Taylor Creek Golf Course	Course rental - 2017	Golf	-400.00	151,423.18
03/07/17	22999	Amazon	Goalie shirt	Soccer	-45.00	151,378.18
03/07/17	23000	MHS Lunch Fund	Parent's night cookies	-SPLIT-	-43.89	151,334.29
03/07/17	23001	Candlewood Suites	State wrestling rooms 2-16-17	-SPLIT-	-1,609.86	149,724.43
03/07/17	23002	Custom Sports	Soccer uniforms	Soccer	-1,620.00	148,104.43
03/07/17	23003	Mahaska	Track	Track FR	-26.50	148,077.93
03/07/17	23004	Choice Foods	Acct 3336	-SPLIT-	-72.58	148,005.35
03/07/17	23005	Pizza Hut	Concessions	-SPLIT-	-879.64	147,125.71
03/07/17	23006	US Bank Cardmember Services	(Acct 4106)	Musical	-194.60	146,931.11
03/07/17	23007	Walmart Community/RFCSLLC	Student council candy	HS Student Council	-199.48	146,731.63
03/07/17	23008	Travis Jordan	Memorial (Father-in-law Hledik)	Courtesy	-25.00	146,706.63
03/07/17	23009	Corrine Dupsky	Memorial (Mother-in-law Adella Dupsky)	Courtesy	-25.00	146,681.63
03/07/17	23010	Lakeshore	Inv. 1676130317 (Fluency cards)	ELL Class	-99.98	146,581.65
03/09/17	1849	Deposit		-SPLIT-	2,782.25	149,363.90
03/13/17	23011	York Public Schools	Soccer entry	Soccer	-60.00	149,303.90
03/13/17	23012	NASSP/NASC	Student Council affiliation	HS Student Council	-95.00	149,208.90
03/13/17	23013	Fair Play Golf Course	Golf practice	Golf	-300.00	148,908.90
03/13/17	23014	Complete Music	2017 Prom	Class of 2018	-480.00	148,428.90
03/13/17	23015	Lambda Pi Eta	District speech	Speech	-250.00	148,178.90
03/13/17	23016	Chartwells	District speech lunch	Speech	-96.85	148,082.05
03/14/17	DEBIT	University of Nebraska - Lincoln	Sunderman - coaches clinic	Football	-60.00	148,022.05
03/14/17	23017	Concordia University	Track entry fee	Track	-225.00	147,797.05
03/15/17		Direct Deposit		-SPLIT-	52.00	147,849.05
03/16/17	23018	NSAA	Golf score cards	Golf	-16.00	147,833.05
03/16/17	23019	Ty Hegemann	Alumni scholarship (2016)	Scholarships	-260.00	147,573.05
03/17/17	23020	Boone Central High School	VOID: Boone Central Track Invite	Track	0.00	147,573.05
03/17/17	1850	Deposit		-SPLIT-	1,847.37	149,420.42
03/17/17	23021	Emily Adelman	Glodowski scholarship (2016)	Scholarships	-300.00	149,120.42
03/20/17	23022	GPS, Inc.	Subway 1-31 \$58 / 2-2 \$56 / 3-6 \$30	-SPLIT-	-144.00	148,976.42
03/20/17	23023	USD Athletics	Track Entry Fee	Track	-225.00	148,751.42
03/23/17	23024	Doug Wagner	Official - Soccer (Nebraska Lutheran)	-SPLIT-	-70.00	148,681.42
03/23/17	23025	Kerwin Lueschen	Sideline Official - Soccer (Nebraska Luther...	Soccer	-50.00	148,631.42
03/23/17	23026	Mark Albin	Sideline Official - Soccer (Nebraska Luther...	Soccer	-50.00	148,581.42
03/24/17	1851	Deposit		-SPLIT-	4,178.75	152,760.17
03/25/17	DEBIT	Sam's Club	Carnival supplies	Elem. Student Co...	-568.07	152,192.10
03/27/17	23027	Tom Shafer	Starter - Madison Triangular 3/28/17	Track	-235.00	151,957.10
03/27/17	23028	Casey Wolta	Reimb. soccer goalie gloves	Soccer	-85.60	151,871.50
03/28/17	DEBIT	Walmart	Carnival supplies	Elem. Student Co...	-27.82	151,843.68
03/29/17	23029	Lambda Pi Eta	District speech	Speech	-92.00	151,751.68
03/29/17	DEBIT	Party City	Prom supplies	Class of 2018	-72.68	151,679.00
03/30/17	23030	Great American Opportunities, ...	Acct DZ-772650 (Inv. 913499601)	Elem. Student Co...	-3,897.60	147,781.40
03/30/17	23031	Julie Engelmann	Reimbursements	ELL Class	-34.93	147,746.47
03/30/17	23032	Walmart Community/RFCSLLC	Musical Props	Musical	-94.06	147,652.41
03/30/17	DEBIT	Henry Doorly Zoo	Zoo trip	Honor Society	-91.00	147,561.41
03/30/17	DEBIT	Henry Doorly Zoo	Zoo trip	Honor Society	-60.00	147,501.41
03/31/17	1852	Deposit		-SPLIT-	1,619.20	149,120.61
03/31/17		Interest on NOW Account		District Funds	129.95	149,250.56
Total Activity Fund					-3,564.62	149,250.56
TOTAL					-3,564.62	149,250.56

## MADISON ACTIVITY FUND - March, 2017

Fund (account name)	Beginning Balance	Receipts	Disbursements	Ending Balance
AD Account	\$14,435.65	\$0.00	\$1,034.91	\$13,400.74
Art Club	\$468.24	\$0.00	\$0.00	\$468.24
Band	\$4,900.08	\$1,164.60	\$992.00	\$5,072.68
Boys BB	\$2,402.36	\$125.38	\$48.03	\$2,479.71
Boys BB FR	\$581.43	\$0.00	\$58.00	\$523.43
Cheerleaders	\$1,475.28	\$80.00	\$0.00	\$1,555.28
Class of 2017	\$1,021.68	\$0.00	\$0.00	\$1,021.68
Class of 2018	\$1,658.15	\$833.00	\$552.68	\$1,938.47
Class of 2019	\$349.93	\$10.00	\$0.00	\$359.93
Class of 2020	\$272.72	\$0.00	\$0.00	\$272.72
Concessions	\$10,065.96	\$285.85	\$603.00	\$9,748.81
Courtesy	\$3,664.25	\$0.00	\$50.00	\$3,614.25
Cross Country	-\$118.30	\$0.00	\$0.00	-\$118.30
Cross Country FR	\$934.11	\$0.00	\$0.00	\$934.11
Dance Line	\$989.92	\$0.00	\$0.00	\$989.92
District Funds	\$6,579.49	\$129.95	\$0.00	\$6,709.44
Dragon Pride Acct	\$6,336.70	\$0.00	\$0.00	\$6,336.70
Elem. Activity Acct	\$3,375.71	\$867.37	\$0.00	\$4,243.08
Elem. Fundraiser	\$562.85	\$0.00	\$0.00	\$562.85
Elem. PTO	\$1,076.00	\$0.00	\$81.00	\$995.00
Elem. Student Council	\$12,333.93	\$105.00	\$4,493.49	\$7,945.44
ELL Class	\$376.66	\$0.00	\$134.91	\$241.75
Emergency Assist.	\$1,533.24	\$0.00	\$0.00	\$1,533.24
Ethnic Diversity Club	\$727.46	\$0.00	\$0.00	\$727.46
FBLA	\$284.05	\$0.00	\$0.00	\$284.05
FFA	\$3,815.48	\$2.00	\$51.64	\$3,765.84
Football	-\$3,565.31	\$30.00	\$60.00	-\$3,595.31
Football FR	\$0.00	\$0.00	\$0.00	\$0.00
Girls BB	\$1,507.50	\$110.29	\$35.78	\$1,582.01
Girls BB FR	\$886.21	\$0.00	\$86.00	\$800.21
Golf	\$1,447.78	\$0.00	\$716.00	\$731.78
Golf FR	\$100.55	\$225.00	\$0.00	\$325.55
History Club	\$2.88	\$0.00	\$0.00	\$2.88
Homecoming	\$481.14	\$0.00	\$0.00	\$481.14
Honor Society	\$1,905.20	\$0.00	\$151.00	\$1,754.20
HS Student Council	\$1,864.42	\$0.00	\$471.14	\$1,393.28
M-Club	\$6,160.80	\$0.00	\$0.00	\$6,160.80
Marketing Comm.	\$543.96	\$0.00	\$0.00	\$543.96
MS Activity Acct	\$9,933.06	\$125.00	\$0.00	\$10,058.06
Music Boosters	\$3,858.57	\$0.00	\$0.00	\$3,858.57
Musical	\$4,031.37	\$1,124.00	\$288.66	\$4,866.71
One-Act Play	\$1,456.39	\$0.00	\$0.00	\$1,456.39
Pre-School	\$32.66	\$0.00	\$0.00	\$32.66
Quiz Bowl	\$683.01	\$0.00	\$0.00	\$683.01
Resale	-\$1.97	\$0.00	\$0.00	-\$1.97
Scholarships	\$8,421.38	\$1,305.00	\$560.00	\$9,166.38
Secondary Act Acct	\$5,746.58	\$120.07	\$0.00	\$5,866.65
SkillsUSA	\$150.37	\$0.00	\$0.00	\$150.37
Soccer	\$17,013.29	\$0.00	\$1,775.60	\$15,237.69
Soccer FR	\$136.10	\$1,186.50	\$0.00	\$1,322.60
Softball	\$257.37	\$0.00	\$0.00	\$257.37
Softball FR	\$734.07	\$0.00	\$0.00	\$734.07
Speech	\$1,566.10	\$0.00	\$438.85	\$1,127.25
Teachers	\$1,809.35	\$83.80	\$0.00	\$1,893.15
Track	\$1,675.96	\$354.00	\$709.00	\$1,320.96
Track FR	\$228.17	\$1,660.50	\$0.00	\$1,888.67
Uniform Replacement	-\$3,116.93	\$0.00	\$0.00	-\$3,116.93
Volleyball	\$1,978.18	\$0.00	\$0.00	\$1,978.18
Volleyball FR	\$732.24	\$0.00	\$0.00	\$732.24
Water Quality Project	\$1,219.69	\$86.05	\$0.00	\$1,305.74
Weightroom	\$1,197.81	\$0.00	\$0.00	\$1,197.81
Wrestling	\$575.70	\$82.66	\$229.98	\$428.38
Wrestling FR	\$196.69	\$280.00	\$344.97	\$131.72
Yearbook	\$831.81	\$56.00	\$0.00	\$887.81
<b>TOTALS</b>	<b>\$152,785.18</b>	<b>\$10,432.02</b>	<b>\$13,966.64</b>	<b>\$149,250.56</b>
Student Act. Fee Fund	\$5,772.60	\$0.49	\$0.00	\$5,773.09
Lunch Fund	\$64,133.03	\$34,175.13	\$28,090.99	\$70,217.17

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Checking	1		
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL FUND</b>	
A&H BUILDING SUPPLY, INC.	C6337	SUPPLIES	2,331.95
A&H BUILDING SUPPLY, INC.	C6338	SUPPLIES	380.70
		<b>Vendor Total:</b>	<b>2,712.65</b>
ALPHA WORKFORCE HEALTH	6616	PHYSICAL	55.00
		<b>Vendor Total:</b>	<b>55.00</b>
AMAZON.COM CREDIT	025172962864	SUPPLIES	7.87
AMAZON.COM CREDIT	080541516304	BOOKS	16.94
AMAZON.COM CREDIT	096149869023	BOOKS	63.12
AMAZON.COM CREDIT	109451580912	SUPPLIES	14.68
AMAZON.COM CREDIT	113239058490	SUPPLIES	81.88
AMAZON.COM CREDIT	119372521588	SUPPLIES	15.79
AMAZON.COM CREDIT	133189553877	SUPPLIES	270.00
AMAZON.COM CREDIT	162370023906	BOOKS	6.46
AMAZON.COM CREDIT	178010654623	SUPPLIES	97.65
AMAZON.COM CREDIT	18865196603	SUPPLIES	37.22
AMAZON.COM CREDIT	192187886565	BOOKS	29.10
AMAZON.COM CREDIT	201482254707	SUPPLIES	4.73
AMAZON.COM CREDIT	201488272222	SUPPLIES	101.28
AMAZON.COM CREDIT	210633330692	SUPPLIES	62.49
AMAZON.COM CREDIT	231100215776	SUPPLIES	21.98
AMAZON.COM CREDIT	262151891460	SUPPLIES	660.91
AMAZON.COM CREDIT	283906263587	SUPPLIES	16.99
AMAZON.COM CREDIT	290254028124	SUPPLIES	73.05
AMAZON.COM CREDIT	298739618341	SUPPLIES	32.99
		<b>Vendor Total:</b>	<b>1,615.13</b>
AMSTERDAM PRINTING	5586957	SUPPLIES	531.73
AMSTERDAM PRINTING	5589432	SUPPLIES	402.11
		<b>Vendor Total:</b>	<b>933.84</b>
APPLE COMPUTER, INC.	4431318676	REPAIRS	49.00
		<b>Vendor Total:</b>	<b>49.00</b>
BIG COUNTRY AUTO	57160	REPAIR & MAINTENANCE	38.45
		<b>Vendor Total:</b>	<b>38.45</b>
BRADY & AMY'S	0317 STMT	FUEL	139.09
		<b>Vendor Total:</b>	<b>139.09</b>
BRANDL ELECTRIC	9954	REPAIR & MAINTENANCE	100.00
		<b>Vendor Total:</b>	<b>100.00</b>
BTS INC	31729	REPAIR & MAINTENANCE	652.00
		<b>Vendor Total:</b>	<b>652.00</b>
BUREAU OF EDUCATION & RESEARCH INC	0317 REGISTRATION	REGISTRATION	245.00
		<b>Vendor Total:</b>	<b>245.00</b>
CABLE ONE	0317 STMT	CABLE	31.80
		<b>Vendor Total:</b>	<b>31.80</b>

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
CENTERPOINT ENERGY SERVICES, INC.	2584353	NATURAL GAS	5,316.66	
		<b>Vendor Total:</b>		<b>5,316.66</b>
CENTRAL NEBRASKA REHAB SERVICES	6111	SPED THERAPY	2,716.05	
		<b>Vendor Total:</b>		<b>2,716.05</b>
CENTRAL SAND & GRAVEL CO.	40161867	SUPPLIES	336.21	
		<b>Vendor Total:</b>		<b>336.21</b>
CITY OF MADISON	0317 50400	UTILITIES	450.88	
CITY OF MADISON	0317 50670	UTILITIES	29.10	
CITY OF MADISON	0317 50675	UTILITIES	102.00	
CITY OF MADISON	0317 706500	UTILITIES	1,991.24	
CITY OF MADISON	0317 70700	UTILITIES	3,473.49	
		<b>Vendor Total:</b>		<b>6,046.71</b>
CLASSROOM DIRECT.COM	308102701171	SUPPLIES	52.19	
		<b>Vendor Total:</b>		<b>52.19</b>
COLONIAL RESEARCH CHEMICAL	139259	SUPPLIES	613.03	
		<b>Vendor Total:</b>		<b>613.03</b>
CONNECTING POINT	19044	REPAIR & MAINTANCE	89.00	
		<b>Vendor Total:</b>		<b>89.00</b>
CRILLY, JIM	0317 REIMBURSEMENT	REIMBURSEMENT	59.94	
		<b>Vendor Total:</b>		<b>59.94</b>
DENT SPECIALISTS	121969	REPAIRS & MAINTENANCE	23.32	
DENT SPECIALISTS	122018	REPAIRS & MAINTENANCE	99.75	
DENT SPECIALISTS	122022	REPAIRS & MAINTENANCE	35.00	
DENT SPECIALISTS	122032	REPAIRS & MAINTENANCE	20.75	
DENT SPECIALISTS	122157	REPAIRS & MAINTENANCE	59.95	
DENT SPECIALISTS	122205	SNOW REMOVAL	1,455.00	
		<b>Vendor Total:</b>		<b>1,693.77</b>
ECHO GROUP INC	S7114799	SUPPLIES	2.91	
ECHO GROUP INC	S7114799.001	SUPPLIES	2.91	
		<b>Vendor Total:</b>		<b>5.82</b>
ECOLAB PEST ELIMINATION DIVISION	9378039	PEST CONTROL	79.09	
		<b>Vendor Total:</b>		<b>79.09</b>
EDUCATIONAL SERVICE UNIT #1	SP 5139	SPED THERAPY	417.81	
		<b>Vendor Total:</b>		<b>417.81</b>
EDUCATIONAL SERVICE UNIT #8	INV-003191	SPED THERAPY	18,668.66	
EDUCATIONAL SERVICE UNIT #8	INV-003211	SPED THERAPY	26,400.00	
EDUCATIONAL SERVICE UNIT #8	INV-003226	SPED THERAPY	2,793.56	
		<b>Vendor Total:</b>		<b>47,862.22</b>
EGAN SUPPLY CO.	262471	SUPPLIES	30.05	
		<b>Vendor Total:</b>		<b>30.05</b>
EHLERS, DENISE	0317 STIPEND	STIPEND	15.00	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	15.00
EISENMANN SUPPLIES	S1888133770	SUPPLIES	18.40	
EISENMANN SUPPLIES	S1888133989	SUPPLIES	6.00	
			<b>Vendor Total:</b>	24.40
FEDERAL EXPRESS CORPORATION	5-732-48470	SHIPMENTS	243.64	
			<b>Vendor Total:</b>	243.64
FIELDS HARDWARE	0317 STMT	SUPPLIES	83.68	
			<b>Vendor Total:</b>	83.68
FLEURY, RICHARD	0317 STIPEND	STIPEND	15.00	
			<b>Vendor Total:</b>	15.00
FLOOR MAINTENANCE	18646	SUPPLIES	746.06	
FLOOR MAINTENANCE	19787	SUPPLIES	382.53	
			<b>Vendor Total:</b>	1,128.59
FRAUENDORFER, LORI	0317 MILEAGE	REIMBURSEMENT	54.90	
			<b>Vendor Total:</b>	54.90
FRONTIER	0317STMT	PHONE SERVICES	5,867.27	
			<b>Vendor Total:</b>	5,867.27
GPS, INC.	0317 STMT	FOOD	20.40	
GPS, INC.	1001	FOOD	76.00	
GPS, INC.	1012	FOOD	96.00	
GPS, INC.	1013	FOOD	138.00	
			<b>Vendor Total:</b>	330.40
GREAT PLAINS DIESEL INC.	13787	REPAIR & MAINTENCE	417.94	
			<b>Vendor Total:</b>	417.94
GREATAMERICA FINANCIAL SERVICES CORPORATION	20390600	COPIER LEASE	2,227.26	
			<b>Vendor Total:</b>	2,227.26
HANKS FRONT END SERVICE	0317 STMT	REPAIRS & MAINTENANCE	1,162.40	
			<b>Vendor Total:</b>	1,162.40
HASKELL, GORDON AND/OR MARY	0317 MILEAGE	REIMBURSEMENT	115.90	
			<b>Vendor Total:</b>	115.90
HERMITAGE ART COMPANY, INC.	49834	SUPPLIES	40.24	
			<b>Vendor Total:</b>	40.24
HERZ, PAUL	0317 REIMBURSEMENT	REIMBURSEMENT	6.65	
			<b>Vendor Total:</b>	6.65
HIATT, LARRY	2017 REVIEW	PROFESSIONAL SERVICES	320.00	
			<b>Vendor Total:</b>	320.00
J W PEPPER & SON INC	03515361	SUPPLIES	37.00	
J W PEPPER & SON INC	03515374	SUPPLIES	16.99	
J W PEPPER & SON INC	03520820	SUPPLIES	33.75	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>87.74</b>
JACKSON SERVICES	3570547	SUPPLIES	57.27	
JACKSON SERVICES	3570548	SUPPLIES	33.74	
			<b>Vendor Total:</b>	<b>91.01</b>
JOSTENS	2239	SUPPLIES	39.95	
			<b>Vendor Total:</b>	<b>39.95</b>
JOURNEYED.COM	10183123	SUPPLIES	49.95	
			<b>Vendor Total:</b>	<b>49.95</b>
KUSH, KARLA	0317 REIMBURSEMENT	REIMBURSEMENT	80.00	
			<b>Vendor Total:</b>	<b>80.00</b>
MADISON FOOD PRIDE	0317 STMT	FUEL	1,848.49	
			<b>Vendor Total:</b>	<b>1,848.49</b>
MARZANO RESEARCH, LLC	57673	CONTRACTED SERVICES	5,200.00	
			<b>Vendor Total:</b>	<b>5,200.00</b>
MENARDS - NORFOLK	13538	SUPPLIES	79.80	
			<b>Vendor Total:</b>	<b>79.80</b>
MIDWEST MUSIC CENTER (Barnhill Enterprises)	161916	SUPPLIES	65.50	
MIDWEST MUSIC CENTER (Barnhill Enterprises)	162407	SUPPLIES	51.75	
			<b>Vendor Total:</b>	<b>117.25</b>
MIMICK MOTORS	2464	REPAIRS & MAINTENANCE	50.68	
			<b>Vendor Total:</b>	<b>50.68</b>
MPS ACTIVITY FUND	0317 REIMBURSEMENT	REIMBURSEMENT	200.00	
			<b>Vendor Total:</b>	<b>200.00</b>
MYSERVICE	MS555679	REPAIR & MAINTENANCE	399.00	
MYSERVICE	MS555680	REPAIR & MAINTENANCE	298.00	
			<b>Vendor Total:</b>	<b>697.00</b>
NATIONAL ASSOCIATION OF SCHOOL NURSES	468565	MEMBERSHIP RENEWAL	250.00	
			<b>Vendor Total:</b>	<b>250.00</b>
NATIONAL HISTORY DAY: NEBRASKA	2017 REGISTRATION	REGISTRATION FEES	30.00	
			<b>Vendor Total:</b>	<b>30.00</b>
NE REGIONAL DEAF ED PROGRAM	0317 STMT	SPED THERAPY	456.00	
			<b>Vendor Total:</b>	<b>456.00</b>
NEBRASKA PUBLIC HEALTH ENVIRONMENTAL LABORATORY	486719	WATER TESING	15.00	
			<b>Vendor Total:</b>	<b>15.00</b>
NORFOLK WINNELSON COMPANY	363452 00	SUPPLIES	52.85	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>52.85</b>
NORTHEAST NEBRASKA JUVENILE SERVICES	0217 REIMBURSEMENT	REIMBURSEMENT	5,729.04	
NORTHEAST NEBRASKA JUVENILE SERVICES	0317 REIMBURSEMENT	REIMBURSEMENT	5,388.05	
			<b>Vendor Total:</b>	<b>11,117.09</b>
NORTHERN NEBRASKA AHEC INC.	0317 REGISTER	REGISTRATION	150.00	
			<b>Vendor Total:</b>	<b>150.00</b>
O'KEEFE ELEVATOR CO., INC.	00455020	ELEVATOR MAINTENANCE	277.24	
			<b>Vendor Total:</b>	<b>277.24</b>
ODEYS INC	118799	MAINTENANCE	558.00	
			<b>Vendor Total:</b>	<b>558.00</b>
ONE SOURCE	2877-20170331	BACKGROUND CHECK	25.00	
			<b>Vendor Total:</b>	<b>25.00</b>
PFEIFER, JANET	0317 REIMBURSEMENT	INSURANCE	106.00	
			<b>Vendor Total:</b>	<b>106.00</b>
PITNEY BOWES	1003544532	RENTAL CHARGES	117.00	
			<b>Vendor Total:</b>	<b>117.00</b>
PLANK ROAD PUBLICATIONS	17-033415	SUPPLIES	22.40	
			<b>Vendor Total:</b>	<b>22.40</b>
REALLY GOOD STUFF	5904082	SUPPLIES	45.27	
REALLY GOOD STUFF	5911309	SUPPLIES	446.51	
REALLY GOOD STUFF	5911876	SUPPLIES	99.96	
REALLY GOOD STUFF	5912894	SUPPLIES	51.93	
			<b>Vendor Total:</b>	<b>643.67</b>
REEVES, ERIN	0317 REIMBURSEMENT	REIMBURSEMENT	48.00	
			<b>Vendor Total:</b>	<b>48.00</b>
SCRUB'S REPAIR	092861	REPAIR & MAINTENANCE	177.30	
			<b>Vendor Total:</b>	<b>177.30</b>
SHIPLEY, DOUGLAS	0317 STIPEND	STIPEND	15.00	
			<b>Vendor Total:</b>	<b>15.00</b>
SHORT STOP, THE	0317 STMT	FUEL	30.61	
			<b>Vendor Total:</b>	<b>30.61</b>
STAPLES ADVANTAGE Dept DET	3334535552	SUPPLIES	115.35	
STAPLES ADVANTAGE Dept DET	3334535562	SUPPLIES	86.92	
			<b>Vendor Total:</b>	<b>202.27</b>
STUDENT ASSURANCE SERVICES INC	17/18 PREMIUM	RENEWAL	738.50	
			<b>Vendor Total:</b>	<b>738.50</b>
SUNDERMAN, MIKE	0317 REIMBURSEMENT	REIMBURSEMENT	47.96	

<u>Vendor Name</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>	
			<b>Vendor Total:</b>	<b>47.96</b>
TEACHER SYNERGY, LLC (TPT)	29712651	SUPPLIES	88.99	
			<b>Vendor Total:</b>	<b>88.99</b>
TWD LOCK, SAFE & KEY	3283	SUPPLIES	8.45	
			<b>Vendor Total:</b>	<b>8.45</b>
US BANK CARDMEMBER SERVICES	0317 STMT	SUPPLIES & TRAVEL	7,023.70	
			<b>Vendor Total:</b>	<b>7,023.70</b>
VIERGUTZ, BEAU	0317 REIMBURSEMENT	REIMBURSEMENT	36.53	
			<b>Vendor Total:</b>	<b>36.53</b>
VOLKMAN PLUMBING & HEATING	33074	REPAIR & MAINTENANCE	374.00	
			<b>Vendor Total:</b>	<b>374.00</b>
VOYAGER SOPRIS LEARNING	48490	SUPPLIES	1,396.79	
			<b>Vendor Total:</b>	<b>1,396.79</b>
WATER ENGINEERING INC	IN24818	SERVICE AGREEMENT	175.00	
WATER ENGINEERING INC	IN24850	SERVICE AGREEMENT	250.04	
			<b>Vendor Total:</b>	<b>425.04</b>
WINNERS' CIRCLE	49605	SUPPLIES	5.10	
			<b>Vendor Total:</b>	<b>5.10</b>
			<b>Fund Total:</b>	<b>116,924.14</b>
			<b>Checking Account Total:</b>	<b>116,924.14</b>

**MADISON PUBLIC SCHOOLS  
TREASURER'S REPORT**

March 31, 2017

<u>General Fund</u>				<u>BALANCE</u>	<u>Last year's balance</u>
Balance Forward as of	<u>February 28, 2017</u>			\$2,278,048.09	
Receipts		+	\$	297,840.30	
Expenditures		-	\$	538,215.37	
Balance as of	<u>March 31, 2017</u>			<b>\$2,037,673.02</b>	\$1,667,831.20
 <b><u>Employee Benefit Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$8,416.99	
Receipts		+	\$	4,314.03	
Expenditures		-	\$	2,647.78	
Balance as of	<u>March 31, 2017</u>			<b>\$10,083.24</b>	\$6,625.42
 <b><u>Petty Cash Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$1,347.55	
Receipts		+	\$	0.11	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$1,347.66</b>	\$924.76
<b>Total Assets for General Fund</b>				<b>\$2,049,103.92</b>	\$1,675,381.38
<hr/>					
<b><u>Depreciation Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$838,824.24	
Receipts		+	\$	712.43	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$839,536.67</b>	\$419,341.26
 <b><u>Bond Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$153,412.77	
Receipts		+	\$	6,869.13	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$160,281.90</b>	\$120,204.76
 <b><u>Qualified Capital Purpose Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$302,228.61	
Receipts		+	\$	3,604.43	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$305,833.04</b>	\$281,673.53
 <b><u>Special Building Fund</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$648,494.26	
Receipts		+	\$	33,023.86	
Expenditures		-	\$	7,337.40	
Balance as of	<u>March 31, 2017</u>			<b>\$674,180.72</b>	\$457,778.24
<hr/>					
<b><u>Investment Checking</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$256,399.83	
Receipts		+	\$	217.76	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$256,617.59</b>	\$254,070.50
 <b><u>Certificate of Deposit-Madison County Bank</u></b>					
Balance Forward as of	<u>February 28, 2017</u>			\$50,752.74	
Receipts		+		-	
Expenditures		-	\$	-	
Balance as of	<u>March 31, 2017</u>			<b>\$50,752.74</b>	\$50,000.00

		GENERAL FUND RECEIPTS			
				2016-2017	
		CURRENT	ESTIMATED		NET
LINE #	DESCRIPTION	BUDGET	CURRENT	PRIVATE	CHANGE
			RECEIPTS		
	TOTAL LOCAL	\$5,677,613	\$2,862,641		
	TOTAL STATE	\$662,273	\$501,418		
	TOTAL FEDERAL	\$414,249	\$653,419		
3540	Early Childhood	\$19,897	\$0		
4200	Title I	\$156,438	\$182,488	15-16 claim	
4210	Title I Part A	\$0	\$3,997	15-16 claim	
4211	SIG High School	\$100,000	\$155,679	15-16 claim	
4211	SIG Middle School	\$24,000	\$0		
4230	Title ID Delinquent Ed.	\$70,597	\$82,932	15-16 claim	
4310	Title IIA, Educator Quality	\$22,177	\$44,297	15-16 claim	
4404	IDEA Base	\$37,967	\$32,210	15-16 claim	
4406	IDEA Base P/S	\$0	\$972	15-16 claim	
4410	IDEA Enrollment Poverty	\$83,085	\$70,332	15-16 claim	
4412	Idea Prop Share	\$0	\$2,543	15-16 claim	
4740	Revisions	\$0	\$5,000	15-16 claim	
4915	Title IC Migrant Education	\$114,297	\$56,894	15-16 claim	
4925	Title III LEP	\$0	\$0		
4968	21st Century ASP	\$50,000	\$16,075	15-16 claim	
4992	REAP	\$37,367	\$0		
5400	NON-REVENUE SOURCES (SOP)	\$0	\$0		
<b>BUDGET OF EXPENDITURES</b>					
			ESTIMATED		
		CURRENT	CURRENT		%
		BUDGET	SPENDING		Remaining
1100	REGULAR EDUCATION	\$3,792,500.00	\$2,059,290		46%
1200	SPECIAL EDUCATION	\$950,000	\$433,443		54%
2100/2150	SUPPORT SERVICES - PUPILS	\$380,000	\$183,587		52%
2200	SUPPORT SERVICES - STAFF	\$175,000	\$57,601		67%
2310	BOARD OF EDUCATION	\$60,000	\$29,544		51%
2320	EXECUTIVE ADMINISTRATION	\$196,000	\$106,980		45%
2330	DISTRICT LEGAL SERVICES	\$8,000	\$6,145		23%
2400	OFFICE OF THE PRINCIPAL	\$520,000	\$172,767		67%
2510	GENERAL ADMINISTRATION/BS	\$310,000	\$115,266		63%
2600	MAIN. & OPERATION OF BLDS.	\$596,000	\$243,213		59%
2750	REGULAR TRANSPORTATION	\$130,000	\$17,709		86%
2760	SCHOOL AGE SPED TRAN.	\$30,000	\$8,799		71%
3135	HIGH ABILITY LEARNERS	\$2,500	\$2,843		-14%
4000	FEDERAL PROGRAMS	\$1,000,000	\$503,108		50%
8000	TRANSFER TO DEPRECIATION	\$500,000	\$0		100%
8000	TRANSFER TO ATHLETICS/LUNCH	\$50,000	\$0		100%
8000	TRANSFER TO OTHERS	\$50,000	\$0		100%
	BUDGET GROWTH	\$300,000.00	\$0		100%
	TOTAL BUDGET	\$8,750,000	\$3,940,296		55%

**Board of Education Regular Meeting**

March 13, 2017 7:00 PM

Middle School/High School Conference Room

**Attendance Taken at 7:00 PM:**

Present Board Members:

Jane Daberkow  
Harlow Hanson  
Deb Neidig  
Jim Reeves  
Steve Ruh

Absent Board Members:

Jim Knapp

**1. Call the Meeting to Order**

**1.1. Roll Call**

**1.2. Pledge of Allegiance**

**1.3. Open Meetings Act**

**1.4. Madison Public Schools Mission Statement**

**2. Consent Agenda**

**Motion Passed:** Motion to approve consent agenda items 2.1, 2.2 & 2.3 as presented. Passed with a motion by Steve Ruh and a second by Jim Reeves.

**5 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

Albracht Disposal Service	Trash Removal	325.00
Amazon.Com Credit	Supplies, library books	1,043.56
Appeara	Supplies	52.39
BCN	Telephone services	141.67
Big Country Auto	Repairs & maintenance	24.33
Brady & Amy's	Fuel	1,159.67
Cable One	Cable	31.80
Centerpoint Energy Services, Inc.	Natural gas	4,638.74
Central Nebraska Rehab Services	SpEd therapy	2,221.50
Champs, Inc.	Repair & maintenance	92.00
City of Madison	Utilities	6,142.63
Colonial Research Chemical	Supplies	1,340.88
Comfort Inn Kearney	Lodging	91.00
Cornusker International Truck	Repair & maintenance	38.21
Demco	Supplies	250.23
Ecolab Pest Elimination Division	Pest control	79.08
The Edgerton Explorit Center	Admission	100.00
Educational Service Unit #10	Training	45.00
Educational Service Unit #8	SpEd therapy, registration	46,342.15
Denise Ehlers	Stipend	15.00
Eisenmann Supplies	Supplies	21.98
Field's Hardware	Supplies	192.55
Firespring	Supplies	250.00
Richard Fleury	Stipend	15.00
Floor Maintenance	Supplies	230.11
Follett School Solutions	Renewal	1,400.00
Lori Frauendorfer	Reimbursement	45.75
Frontier	Phone services	5,867.27

Greatameria Financial Services Corporation	Copier lease	2,286.70
Gordon and/or Mary Haskell	Reimbursement	103.70
Paul Herz	Reimbursement	6.65
Hireright LLC, Inc.	Testing	69.10
HyVee Food Stores, Inc.	Supplies	190.88
Jackson Services	Supplies	124.75
Vicki Kauffold	Reimbursement	217.01
KSB School Law	Legal fees	1,151.50
Lakeshore Learning Materials	Supplies	186.35
Louderback Drug	Supplies	4.02
Madison Chamber of Commerce	Membership fee	50.00
Madison County Clerk	Election	209.18
Madison County Extension Service	Registrations	34.00
Madison Food Pride	Supplies	379.75
Madison Star-Mail	Publications	1,214.34
Menards – Norfolk	Supplies	96.26
MPS Activity Fund	Reimbursement	52.00
MPS Lunch Fund	Reimbursement	488.98
Myservice	Repair & maintenance	2,132.00
NE Regional Deaf Ed Program	SpEd therapy	228.00
Northeast Community College	Registration, contracted services	845.00
Omaha World Herald Media Group	Publication	701.00
One Office Solution	Supplies	331.00
One Source	Background check	25.00
Pinkelman Truck and Trailer	Repairs & maintenance	2,599.71
Pizza Hut of Madison	Supplies	150.00
Kristina Price	Reimbursement	24.50
Sherwin Williams Co.	Supplies	4.54
Douglas Shipley	Stipend	15.00
The Short Stop	Fuel	1,042.27
Sparq Data Solutions	Subscription	1,500.00
United Parcel Service	Shipping	16.42
US Bank Cardmember Services	Supplies	1,649.67
Voyager Sopris Learning	Shipping	80.09
Walmart Community	Supplies	17.22
Water Engineering Inc.	Service agreement	425.04

### 3. Public Forum

#### 4. Administrator and Other Reports

- 4.1. Athletic Director report
- 4.2. Elementary Principal's report
- 4.3. Student Services report
- 4.4. Secondary Principal's report
- 4.5. Superintendent's report

#### 5. Board Committee Reports/Meeting dates

#### 6. Action Items

- 6.1. Discuss, consider, 2017-2018 staffing options to prepare for potential reduction in the Districts Allowable Growth rate as set by the state.

Superintendent Ehlers reviewed details of LB 409 and Amendment 474 which is a priority bill in the Education Committee at this time. Details of the bill are listed below:

A) Amendment 474 to LB409 will replace the original language of the bill and will:

- 1) place the LER at 1.023 in lieu of 1.00
- 2) **change allowable growth to 1.5% for 17/18 and 18/19 school years**
- 3) reduce option enrollment by 4.5% which matches the overall reduction in the TEEOSA increase.

Mr. Ehlers then reviewed with the Board how the financial impact of losing 1% in budget growth could impact the district. Cost estimates for staffing for the 2017-2018 school year were discussed and how the increase in salaries and benefits for certified and classified staff members would most likely be above the rate that the district could grow its budget. Mr. Ehlers then advised the board to consider taking a long-term approach to school financing with the current state of the economy in Nebraska.

The Board then reviewed the Reduction in Force Policy which outlines the process for reducing certified staff members. The Board agreed to schedule a special meeting on March 30<sup>th</sup> to consider if Reduction in Force will be needed.

At this time, the Board does not plan to refill one position in the elementary building and will be reassigning staff to cover the opening. If Reduction in Force is necessary it would most likely be 1.0 FTE at the MS/HS building. The Board is hoping to have a better picture in the near future so they can plan to meet the April 15<sup>th</sup> deadline for Reduction in Force.

**6.2. Discuss, consider, and take all necessary action to approve the 2017-2018 master calendar.**

**Motion Passed:** Motion to approve the 2017-2018 master calendar. Passed with a motion by Jim Reeves and a second by Jane Daberkow.

**5 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**6.3. Discuss, consider, and take all necessary action to approve a school counselor contract with Brittany Malone for the 2017-2018 school year.**

**Motion Passed:** Motion to approve the contract with Brittany Malone as school counselor. Passed with a motion by Steve Ruh and a second by Jane Daberkow.

**5 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**6.4. Discuss, consider, and take all necessary action to accept the resignation of Jane Lafleur at the end of the 2016-2017 school year.**

**Motion Passed:** Motion to accept with regrets the resignation submitted from Jane Lafleur. Passed with a motion by Steve Ruh and a second by Jane Daberkow.

**5 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**6.5. Discuss, consider, and take all necessary action to approve additional costs for Phase III project for replacement of back hallway ceiling tile and lights.**

**Motion Passed:** Motion to approve replacement of ceiling and update of lighting at the estimated cost of \$3,750.00. Passed with a motion by Harlow Hanson and a second by Steve Ruh.

**4 Yeas - 0 Nays - 1 Abstained**

Jane Daberkow	Abstain
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**7. Topics for next month's Board of Education meeting**

**8. Adjournment**

**Motion Passed:** Motion to adjourn at 9:40 PM. Passed with a motion by Steve Ruh and a second by Deb Neidig.

**5 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Absent
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

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President

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Secretary

**Board of Education Special Meeting**

March 30, 2017 7:00 PM

Middle School/High School Conference Room

**Attendance Taken at 7:10 PM:**

Present Board Members:

Jane Daberkow  
Harlow Hanson  
Jim Knapp  
Deb Neidig  
Jim Reeves  
Steve Ruh

Guests:

Kari Frauendorfer  
Randi Cleveland  
Darin Lovercheck  
Beau Viergutz  
Casey Wolta  
Rob Fite

**1. Call the Meeting to Order**

**1.1. Roll Call**

**1.2. Excuse absent Board Members**

**1.3. Pledge of Allegiance**

**1.4. Open Meetings Act**

**1.5. Madison Public Schools Mission Statement**

**2. Consent Agenda**

**Motion Passed:** Motion to approve consent agenda. Passed with a motion by Jim Knapp and a second by Jane Daberkow.

**6 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Yes
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**3. Public Forum**

**4. Action Items**

**4.1. Discuss, consider, and take all necessary action to approve resignations.**

**Motion Passed:** Motion to approve letters of resignations with regret from Monette Osten, Jessy Eggeling and Faron Klingelhoefler. Passed with a motion by Steve Ruh and a second by Jane Daberkow.

**6 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Yes
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

**4.2. Discuss, consider, and take all necessary action on a Reduction in Force Resolution to reduce MS/HS staffing by 1.0 FTE for the 2017-2018 school year.**

**Motion Passed:** Approve the resolution to reduce Middle School/High School staffing by 1.0 FTE for the 2017-2018 school year. Passed with a motion by Steve Ruh and a second by Jane Daberkow.

**5 Yeas - 1 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Yes
Deb Neidig	Yes
Jim Reeves	No
Steve Ruh	Yes

**5. Adjournment**

**Motion Passed:** Motion to adjourn at 8:04 PM. Passed with a motion by Deb Neidig and a second by Jim Knapp.

**6 Yeas - 0 Nays**

Jane Daberkow	Yes
Harlow Hanson	Yes
Jim Knapp	Yes
Deb Neidig	Yes
Jim Reeves	Yes
Steve Ruh	Yes

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President

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Secretary

## **Non-General Fund Monthly Transactions**

### ***November Board Meeting***

#### **Bond Fund**

*BOK Financial-\$174,235.78*

### ***Qualified Capital Purpose Fund***

*MPS Bond Fund-\$21,314.52*

*(To correct accounts suggested by our auditor)*

### ***Special Building Fund***

*CPMI Inc.-\$65,776.05*

### ***December Board Meeting***

#### **Depreciation Fund**

*Olson Tree Service-\$8250.00*

*Volkman Plumbing & Heating-\$9887.00*

### ***January Board Meeting***

#### **Special Building Fund**

*Fakler Architects LLC-\$32,875.00*

### ***February Board Meeting***

#### **Special Building Fund**

*Fakler Architects LLC-\$10,913.37*

*Volkman Plumbing & Heating-\$9848.00*

### ***April Board Meeting***

#### **Special Building Fund**

*DWB, Inc-\$7,315.20*

# Madison Public Schools

**Alan Ehlers**  
Superintendent  
**Jim Crilly**  
Secondary Principal  
**Andrew Offner**  
Elem Principal/CD

700 So Kent St.  
P.O. Box 450  
Madison, NE 68748  
District Phone (402) 454-3336 Fax (402) 454-2238  
Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Karla Kush**  
Student Services/GC  
**Gary Klahn**  
Principal/AD/IPM  
**Christine Knapp**  
Office Manager

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

Board Report Submitted by Gary Klahn, AD/MS Principal:

Spring activities have definitely started all of their respective seasons.

Soccer:

Solid number of participants, between 20 and 25. Having a few ineligibility issues, but otherwise, the kids are playing hard. Next home match is scheduled for Monday, April 17 at 5:00 pm.

Track:

Good number of participants between 20 and 25. Numbers were affected adversely by the introduction of soccer. Their next home meet is Tuesday, April 18 at 11:00 am. Middle school track numbers are somewhat better and their next home meet is Thursday, April 13 at 3:45 pm.

Golf:

This year there are 7 golfers playing for Madison. They split practice time between Taylor Creek and Fair Play in Norfolk. They will see action on Thursday, April 13 at Laurel.

All head coaching evaluations have been completed and each head coach then evaluated their assistants.

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**Karla Kush**  
Student Services/GC  
**Gary Klahn**  
Principal/AD/IPM  
**Christine Knapp**  
Office Manager

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**Mr. Offner – April, 10th, 2017**

**Elementary Principal/ Curriculum & Assessment Director**

Grade Level	(As of 04/03/17)
Preschool	Pk 3 = 23 same PK 4 = 15 total 38 - 1
Kindergarten	29 same
1 <sup>st</sup>	32 - 2
2 <sup>nd</sup>	33 same
3 <sup>rd</sup>	43 same
4 <sup>th</sup>	26 same
5 <sup>th</sup>	36 same
Total Preschool-5 <sup>th</sup> 3 out	239 Total of K - 5 - 208 same

Elementary Principal:

1. Parent teacher conferences -at 100%
2. Carnival – Friday, March 31<sup>st</sup> 2017 4 P.M. to 8 P.M. – lots of kids and families
3. Submitted the Patch grant – we were awarded \$618
4. Submitted the 2017 Waste Reduction and Recycling Incentive Grant – this is to place more crumb rubber on the playground – we qualify for a 50% reimbursement – know at the end of April or early May
5. Working on a two year 21<sup>st</sup> century grant for the after-school program
6. Kindergarten Round up -
7. Preschool Registration will be April 7<sup>th</sup> –
8. April 21<sup>st</sup> – Award celebration
9. May 12<sup>th</sup> – Retirement reception

Curriculum:

1. Math will be a point of focus next year

Instruction:

1. Reading/Language Arts

Assessment:

1. ELPA21 and MAP testing done
2. ACT – Testing window is April 19<sup>th</sup> – May 3<sup>rd</sup> – only two weeks – we will do the online version of the test

3. NeSA window for grades 3 - 8 – started April 5<sup>th</sup> – will conclude by April 28<sup>th</sup> except for make ups



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700 South Kent St.  
P.O. Box 450  
Madison, NE 68748  
District Phone (402) 454-3336 Fax (402) 454-2238  
Elementary Phone (402) 454-2656 Fax (402) 454-3978

**Karla Kush**  
Student Services/GC  
**Gary Klahn**  
Principal/AD/IPM  
**Christine Knapp**  
Office Manager

**The mission of Madison Public Schools is to prepare students to be competent, confident, productive, and responsible citizens.**

Mrs. Kush – April 10, 2017  
Student Services Coordinator/6-12 School Counselor

Grade Level	(As of 2/8/17)
6 <sup>th</sup> Grade	25 (same)
7 <sup>th</sup> Grade	39 (same)
8 <sup>th</sup> Grade	42 (same)
Middle School	106

Student Services Coordinator:

1. The Middle School travel to Ron Clark Academy from 3/22/17-3/25/17 was empowering. "Next-steps" are in progress.
2. Met with Norfolk Daily News on 4/5/17 to do a story about the Middle School staff's Ron Clark experience.
3. Met with Randy McIntire from NDE on 4/6/17 to get familiarized with school for upcoming Middle School Improvement Grant (SIG) collaboration.
4. NeSA testing has started in the Middle School. 4/5, 4/11, and 4/28.

6-12 School Counselor:

1. Number of students needing/requesting classes are in; now the scheduling puzzle.
2. Students from Trinity and St. Leonard's will be visiting this week for a tour, visit with students, and to meet teachers to get a feel for what it would be like to a student at Madison Public Schools.
3. Continuing to gather data from the seniors on scholarships received and plans after high school.
4. High School Awards ceremony 5/2/17 at 2:00pm.
5. Northeast Academic Contest on 3/22/17 was successful, 2 students received 1<sup>st</sup> place, which resulted in 2 \$1,000 scholarships.

# Madison Public Schools

**Alan Ehlers**  
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Secondary Principal  
**Andrew Offner**  
Elem Principal/CD

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## **April Board Report- Jim Crilly HS Principal**

Enrollment numbers-

6<sup>th</sup>-25

7<sup>th</sup>-39

8<sup>th</sup>-43

9<sup>th</sup>-42

10<sup>th</sup>-42

11<sup>th</sup>- 47

12<sup>th</sup>-42

Total 280- March 277

Madison Juniors will be taking ACT April 19<sup>th</sup>

Congrats to Mr. Jirsa and Mrs. Goedecken and students on the fine performance musical of "Annie Jr" Job well done. Trinity, St Leonard's and MES first-fifth graders were invited to attend matinee.

Graduation May 6<sup>th</sup> 2:00 @ HS gym. Need who will be on stage for board and who will be reading.

The student council will be submitting through me the nominations for academy of honor for the school board to look over the night of the board meeting.

Teammates 2-person golf scramble tournament fundraiser will be May 12<sup>th</sup> at 6:00 PM at Taylor Creek. Teammates will also be having a fundraiser nacho bar at the Home soccer game vs. LHNE/NC at 6:00 April 25<sup>th</sup>.

Final Handbook approval will be attached and submitted to the board of education.

Academic Awards will be given out to High School students on May 2<sup>nd</sup> at 2:00 in the HS gym.

Madison staff completed a full CSI day on Marzano training (March 28<sup>th</sup>), based on the evaluations from teachers it was a very productive and positive day of information. The staff is excited with the future opportunities for more Marzano workshops.

A grant application was submitted to Monsanto to be used for the upcoming Greenhouse project. The school will be notified in July of grant winners. We continue to work on background information on this project. Fundraiser ideas are being discussed as well as location of the greenhouse.

Madison juniors will be involved in cemetery clean up along with the city and cemetery board May 10<sup>th</sup>. NCN will be doing a small piece on the clean-up project.

Madison students have been asked to be involved with the 150<sup>th</sup> anniversary celebration in August, they will be displaying a science project on solar eclipse as well as helping with tours of the MPS sites.



Super.

## ANNUAL SAFETY REVIEW

Madison Public Schools  
700 South Kent Street  
PO Box 450  
Madison, NE 68748-0450

March 16, 2017

Conducted by Larry E. Hiatt

**HIATT SCHOOL SAFETY REVIEW SERVICE**

**Larry E. Hiatt  
403 S. Marx St.  
Spencer, NE 68777  
Phone: 402-589-2348**

**TO: Alan Ehlers, Superintendent, Madison Public Schools**

**FRUM: Larry E. Hiatt**

**RE: 2016-2017 Rule 10 School Safety Review**

**DATE: March 16, 2017**

**Dear Alan,**

**Thank you for a wonderful day at Madison and thank you for asking me to help you out after Mr. Toms death. I would like to say that your staff was extremely helpful and cooperative for me. Your students deserve a pat on the back. They were as friendly and helpful a group I have ran into this year.**

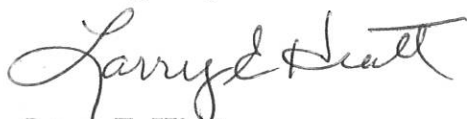
**As I tell all my schools, my suggestions are merely that, suggestions. What you do with them is up to the administration, that safety committee, and the board of education. I did not see anything that really sent up any red flags for me. Most can be taken care of quite easily.**

**The biggest thing I could see would be to check on why you have water in the one boiler room. Next I would like to see some equipment for PK that would be fun for them and safe.**

**Thanks again for your hospitality. If you have any questions, please feel free to give me a call. The biggest problem I ran into was no track record to see what was done in the past. If you wish to have me back next year I will then have something to go by.**

**I was glad to see you, Gary, and Mr. Crilly again. It's always nice to see some of you again. I hope the rest of your year goes well.**

**With regards,**



**Larry E. Hiatt**

## Madison Public Schools

March 15, 1917

### Items of Concern and/or General Comments:

1. Met with the Administration to go over safety procedures for the school district. The plan seemed very well written with procedures and persons involved all dictated out.
2. Safety Committee: A reminder that you need to meet at least 4 times per year with written minutes taken at those meetings. Next year I would like to review the minutes of the 2016-2017 meetings. ✓
3. Fire Drills: All are up to date and are properly logged. I would like to also see this documentation next year of these drills.
4. Tornado Drills: One was held at the beginning of the school year with one scheduled for this spring. These drills need to be logged also. Next year I would like to see this documentation also. ✓
5. Bus Evacuation Drills: One was held right at the beginning of the school year and one will be held in the 2<sup>nd</sup> semester. I feel the 2<sup>nd</sup> drill should be held right at the beginning of the second semester. These should be logged in case there is ever an accident you have some documentation that the students were aware of the proper procedures. Next year I will ask to see this documentation for the year also, both 2016 and 2017. ✓
6. Custodians: Make sure you check your Emergency Lights regularly. The State Fire Marshal told me he likes it done monthly. Also keep a written log of these to verify when you change bulbs, batteries, or the whole light.
7. Exit Lights: Custodians keep a tab on your Exit Lights and change any that are burned out or defective ASAP. ✓
8. Administration: Periodically check all rooms to make sure all the emergency posters (fire, tornado, medical) are all properly displayed. Please specifically check (in upper

✓

grades building) Woods and Metals Shop (F-T), Kitchens (F-T), Translators Office (F-T), Room 101 (T), Room 222 (F-T), Room 223 (F-T), Room 122 (F-T), Room 123 (F-T), Modular Building (F-T), Locker Rooms and Gym (F-T), ---(Elementary Building) Music (F-T), Mrs. Rother's Room (F-T), Room 132 (F-T), Staff Workroom (F-T).

9. Music Room: There is a TV in the Music Room that needs to be tied down. ✓
10. Mr. Cooper's Room: There is a TV in Mr. Cooper's room that needs to be tied down. ✓
11. Custodians: Make sure all storerooms and boiler rooms containing cleaning materials and any possible poisonous materials are kept locked. ✓
12. Fire Extinguishers: All have been inspected in the past year. Please check the one in the Science room in case I read the tag wrong. ✓
13. Weight Room: Pretty clean and organized. There were some loose weights lying on the floor that should be put on racks before someone trips over them and gets hurt. ✓
14. Pavement: As I tell all schools, make sure you keep an eye on all of your sidewalks and pavement with spring approaching. You will want to prepare to fix any cracks or potholes. You don't want someone to fall and get injured. That would be a lawsuit waiting happen. ✓
15. By Room 101 (Ele.): Do not leave chairs sitting out in the hallway, especially close to an exit from the building. They should be moved when you are done with them.
16. Playground: The equipment is in pretty good condition. If dollars are available, I think it would be nice if any new playground could be added. There probably is some that would be safer for the PK and younger children.
17. Playground: You should probably get some wood chips and/or ground tires to put under the playground equipment. ✓

18. **Boiler Room (HS):** I see we had some water draining in the boiler room. This is not a safe situation. I'm not sure where the water was coming from but you probably need to check it out. ✓
19. **Gym:** I understand you plan to air condition the gym this summer. This is an expensive project but it would be appreciated by the public and then you wouldn't have to prop open your gym doors. ✓
20. **Football and Track Complex:** It looks pretty nice up there. I really didn't find any real issues up there. The track really looks nice. ✓ *Midwest Track*
21. **Memo to Staff:** Any items you use in the classroom that is labeled "Keep Out of the Reach of Children" needs to be put up until it is time to use them. This is for the protection of persons with asthma and other breathing problems. The biggest culprit seems to be various types of board cleaner. I saw no problems at Madison. ✓
22. **Memo to Staff:** In accordance with State Statute no more than 20% of any classroom wall should be covered with flammable materials. I saw no real problems at Madison. I only ask that you show common sense.
23. **Elevator:** Worked well. The emergency phone worked correctly.
24. **Stage and Commons Area:** Very nice set up for a school your size. I like the way it opens both ways.
25. **Exits:** There was only one exit with any items sitting in it. Teachers need to be aware that no exit should be blocked in any way. ✓
26. **Classrooms:** Teachers are doing a good job of keeping their work places clean. ✓
27. **Bullying:** I'm sorry that this is one area I forgot to check. I assume have one in place. I would like to go over it next year. ✓

28. Boiler Rooms: All were clean and organized. The custodians do a good job here. ✓

29. Kitchens: The cooks had things neat and organized. It looks as if they are very conscious of doing a good job. ✓

30. Libraries: The libraries were also neat and well organized. ✓

# Madison Public Schools

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## Superintendent Report April 2017

- National School Boards meeting conferences attended:
  - Marketing & Branding 101: Creating a Unique Identity
  - Community Engagement: Partnering for Student Success
  - The 'Taboo' Topic of Poverty
  - Making Family Engagement Part of the Plan
  - What is Employee Onboarding and Employee Engagement
  - Press 1 for the Supt. Go from good to great
  - Great Dreams Need Great Teachers: Enhance Teacher Morale
  - Overcoming the Barriers to Effective Parent Engagement
  - Show Me the Money
- Keynotes**
  - Captain Scott Kelly
  - Arianna Huffington
  - Wes Moore
- Develop a Laser-like Focus on three key areas:
  - Better Branding of our Mission Statement
  - Staff Appreciation & New Staff support
  - Effective Community and Parent Engagement
- Annual School Safety Review - Attached to my report is a copy of the Rule #10 required safety review. In recent years, the former Superintendent from York completed this for the district. He passed away during last summer so Larry Hiatt a retired Superintendent from Spencer agreed to complete the review for our district. The Administrative team and Mr. Herz discussed each area that was identified during the review to prepare to make sure to follow suggestions made by Mr. Hiatt. Overall the visit went well with just a few areas that improvement should be made. Most of the suggestions were just reminders of things we are currently doing.
- I'm Please to announce that the National Writing Project Grant has been funded and Madison Public Schools and Weeping Water Public Schools have been selected to represent Nebraska in the College Ready Writers' program. In the Spring of 2018 we will be notified if we were selected as the early start group or the delayed treatment group. I would guess we will be in the early start group so grades 7-10 teachers during the 2018-2019 school year will receive professional development on writing. During the 2019-2020 school year teachers in grades 4-6 will also receive professional development.

- Our custodial team is already starting to relocate items from the lockerroom areas with the May 8<sup>th</sup> as the start date of our Phase III lockerroom remodel and update begins. DWB has already ordered the lockers and we are preparing for another busy summer. The buildings and grounds committee has requested an estimate on what it would take to move the ERV unit from the East side of the building to the North side. Kenny Daberkow is planning to let me know when he receives the estimate on costs to move the ERV unit and then he would like to meet with the buildings and grounds committee to discuss options.
- **Education Committee Advances School Finance Measure**  
*LB 409 to appear on General File agenda within two weeks*

The Education Committee met in executive session today to advance a major piece of school finance legislation to General File. Everyone within the school community was waiting and wondering what form **LB 409** might take if/when it advanced. We now know.

Under the committee amendments ([AM474](#)) to LB 409, the base spending limitation would decrease from the existing 2.5% to 1.5% for fiscal years 2017-18 and 2018-19.

Current net option funding is calculated as the sum of the product of the net number of option students multiplied by the statewide average basic funding per formula student. Under the committee amendments to LB 409, net option funding would equal the sum of the product of the net number of option students multiplied by 95.5% of the statewide average basic funding per formula student for school fiscal years 2017-18 and 2018-19.

Also under the committee amendments, the local effort rate would be the maximum levy less 2.97 cents (\$1.0203).

The emergency clause is attached to LB 409 to expedite implementation when the bill becomes law. We understand that Speaker Scheer plans to have LB 409 on the agenda for first-round consideration within two weeks time.

- Attached are the winter coaching assignments based on current staffing. As you can see that since our last meeting football has changed. Mr. Crilly has communicated with coaches about the winter coaching assignments.



**6001**  
**School Organization**

The school district shall be organized under a system whereby kindergarten through 5<sup>th</sup> grade shall be designated the elementary school, grades 6 through 8 shall be designated the middle school, and grades 9 through 12 shall be designated the high school.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6002**  
**School Calendar**

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6003**  
**Instructional Program**

1. The minimum number of instructional hours in the school year will be 1085 for middle school and high school students, 1032 for elementary students, and 1032 for kindergarten students, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements when, in the opinion of the superintendent or his/her designee, the programs will further the student's educational needs. All special programs must be arranged and approved by the administration with authorization from the student's parents or guardian.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6004**  
**Curriculum Development**

The superintendent shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The standards shall be the same as the measurable model academic content standards in reading, writing, mathematics, science, social studies, and any other academic areas adopted by or required by the State Board of Education and shall cover at least the same grade levels required by the State Board. The curriculum shall be articulated preK-12 and shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6005

### Academic Credits and Graduation

The district shall accept credits toward graduation that were awarded by an accredited school district, and shall award a diploma to an option student if the student meets the district's graduation requirements.

#### GRADUATION REQUIREMENTS

Students must successfully complete the courses required by the board and Nebraska Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 225 credits prior to graduation. The following credits will be required:

Language Arts	40	credit hours
Math	30	credit hours ***
Science	30	credit hours
Social Studies	35	credit hours ****
Physical Education	10	credit hours **
Consumer Education	5	credit hours
<b>Total Required Core hours</b>	<b>150</b>	<b>credit hours</b>
Information Tech	10	credit hours
Practical Arts	20	credit hours
<b>Total Elective Hours</b>	<b>30</b>	<b>credit hours</b>
<b>Selected Electives</b>	<b>up to 60</b>	<b>credit hours</b>
Senior Project/service learning	5	credit hours *
<b>Total Required Hours for Graduation</b>	<b>225</b>	<b>credit hours</b>
	<b>230</b>	<b>credit hours</b>
		<b>Effective 2018</b>

\* Performance requirement for all students not in English 12.

\*\* Effective with the graduating class of 2007-08.

\*\*\*\* 5 hrs of Geography will be required in Social Studies starting with the class of 2018

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

### **Alternative Education Program**

It shall be the policy of Madison Public School District No. 51 to provide an alternative school Program based on the needs of the District. The alternative school program shall include an individualized program to enable the student to continue academic work toward graduation.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete 200 credits prior to graduation. The following credits will be required:

Language Arts	40	credit hours
Math	30	credit hours
Science	30	credit hours
Social Studies	30	credit hours
<b>Total Required Core hours</b>	<b>130</b>	<b>credit hours</b>
<b>Total Elective Hours</b>	<b>70</b>	<b>credit hours</b>
Senior Project/service learning	5	credit hours *
<b>Total Required Hours for Graduation</b>	<b>200</b>	<b>credit hours</b>

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6006**  
**Commencement Ceremony**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

All students who are enrolled as members of the senior class at the end of a school year, whether students in the regular education curriculum or students with individual education plans, shall be eligible to participate in the ceremony regardless of whether they have completed all graduation requirements. A student may participate in only one ceremony. Being permitted to participate in the ceremony does not constitute graduation, and only those students who have completed all graduation requirements prior to the ceremony will receive a diploma.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6007**  
**Senior Recognition**

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

Students approved and who complete early graduation requirements will receive their official GPA based upon four (4) completed semesters.

The district will name a Valedictorian based solely upon class rank and using any weighted grades that a student may have earned. The Valedictorian shall be the student earning the highest GPA using the weighted scale and having a minimum of 4 semesters of enrollment in the district. The district will also name a Salutatorian based solely upon class rank and using any weighted grades that a student may have earned. The Salutatorian shall be the student earning the second highest GPA using the weighted scale and having a minimum of 4 semesters of enrollment in the district.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6008**  
**Class Rank**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

The official grade point average (GPA) of graduating students is based on a minimum of 8 semesters of studies in order to allow students sufficient opportunity for demonstrating achievement. Temporary GPA's will be sent to colleges and universities who request information for admission.

The official GPA will be furnished to post-secondary institutions upon request.

**CLASS WEIGHTING**

Criteria for weighting – course must require a prerequisite.

***LEVEL IV: +4 points***

Calculus I/ Analytic Geometry 2000

***LEVEL III: +3 points***

Spanish IV                                      English 1010/1020

Any dual credit classes from other schools

***LEVEL II: +2 points***

Anatomy & Physiology                      Trigonometry/Pre-Calculus

Chemistry/Chem Com                      Physics                                      Spanish III

Computer Apps 250

**LEVEL I: +1 point**

Accounting II

Algebra II

Spanish II

Reading Seminar II

Advanced Comp Apps 201

**LEVEL 0: No points**

All other required courses and electives not mentioned above.

**Ability Graded Level: -3 points**

Ability graded for ELL or Modified Grades

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6009

### Grade Placement of Transfer Students

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

#### Elementary Level Students

The appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Diagnostic test data.
- Achievement test data.
- Criterion referenced test data.

#### Secondary Level Students

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age.
- Previous public school or private school experience.
- Standardized achievement test data.
- Criterion referenced test data.
- Final examination test data.
- Diagnostic test data.

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6010**  
**Special Education**

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services.

The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6011**

**Fire Instruction and Prevention**

The school district will provide regular periods of instruction in fire danger and fire prevention, and will observe State Fire Day.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6012**

**Flag Display and Patriotic Observances**

The district shall display the flags of the United States of America and the State of Nebraska prominently on the grounds of every school building each day that school is in session.

Each building principal shall be responsible for the care and display of the flags at his/her assigned building, and shall adhere to the rules and customs pertaining to the use and display of the flags as set forth in the United States Code.

Staff and students shall recite the Pledge of Allegiance at the beginning of each school day. Students will be excused from reciting the pledge upon the written request of their parents/guardian.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6013 Teaching Controversial Issues

The ability to discuss, listen, and dissent are essential elements of responsible citizenship. The school district encourages students to develop skills in analyzing issues, respecting the opinion of others, distinguishing between fact and opinion, considering all pertinent factors in reaching decisions, and arriving at group decisions.

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda kind through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Teachers who are unsure of their obligations under this policy must confer with their principal prior to discussing controversial issues in the classroom.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

6014

**School Attendance on Days of Scheduled Activities**

Students must attend at least 50% of scheduled classes on the day they participate in any student activity.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6015**  
**Summer School**

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students may earn credit toward high school graduation that may result in a revision of class placement in the high school, but such advance placement is not guaranteed.

Adopted on: 3/16/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6016**  
**Homebound Instruction**

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6017**  
**Homework**

Teachers may assign homework and will use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6018  
Grades**

The school will report student grades and/or academic progress to parents at least four times per year. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

A student's academic grade shall not be reduced because of disciplinary reasons. This policy shall not apply when a student's grade is reduced because of work the student missed because of an unexcused absence, during a suspension or dismissal period.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6019**

**Communication with Parents**

Effective communication between home and school is crucial to students' educational success. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6020**  
**Multi-Cultural Education**

The school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

6021

**District Criteria for Selecting Evaluators to be Used for Special Education Evaluation and Verification and Independent Educational Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at [www.nde.state.ne.us](http://www.nde.state.ne.us).
2. Those Nebraska providers located within 100 miles of the school district.

Adopted on: 3/14/2016

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## Changes to Handbook adds and deletes

### 1. Update on Elementary Handbook 16 – 17

- a. I have made minor changes in the handbook to staff names, Lunch/Breakfast prices – breakfast ending time changed from 7:55 a.m. to 7:50 a.m.

### 1. I have made moderate changes to :

- a. Page 11 - or chef salad. A salad bar is available for students who purchase a lunch. Students need to choose only the foods they intend to eat. – lunch rules
- b. Page 16 considering adding an amount of time a parent can visit at school or in the classroom – teacher request for around one hour eating lunch anytime – visiting school

### 2. Major changes:

- a. Pg 15 Title ! compact added

#### **Title I: School-Parent-Child Compact**

This compact outlines how parents, school staff, and the students at Madison Public Schools will share the responsibility for improved academic achievement, and the means by which the school and parents will maintain ongoing communication to build and develop a partnership that will help children achieve the State's high standards.

#### **The staff at Madison Public Schools will:**

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables children to meet the State's student academic achievement standards.
- Provide small group instruction based on student need.
- Hold parent-teacher conferences 2 times a year, during which this compact will be discussed as it relates to their child's achievement.
- Provide parents with frequent reports on their children's progress, at least 4 times during the school year.
- Provide parents reasonable access to teachers through flexible appointments.
- Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities.

#### **We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure homework is complete.
- Participating in decisions related to our children's education,

- Promoting positive use of our children's time outside of school
- Staying informed about our children's education and communicating with the school by promptly reading all notices from the school and responding as appropriate.
- Participating in parent policy and advisory groups, to the extent possible.
- Showing a genuine interest in our children's daily learning.

**We, as students, will share the responsibility to improve our academic achievement. Specifically, we will:**

- Put forth our best effort throughout the school day.
- Do homework everyday and ask for help, when needed.
- Read everyday, outside of school time.
- Give our parents all notices and information received from school each day.

3. Major changes: page 17 parent student signature page

#### **PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook that describes the Madison Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Madison Public Schools, including the Drug Free School Policy. This form also authorizes the school district to use your child's picture or likeness in the yearbook, school paper, website, and any other form of media the school district deems appropriate. This form also authorizes the school district to take your student off campus for educational activities, sports activities, or any other sponsored trip that is deemed appropriate by the school district. My child and I have discussed these policies and understand that we must comply with them.

**STUDENT HANDBOOK  
2017-2018**



**MADISON MIDDLE/HIGH SCHOOL**

**700 South Kent Street  
P.O. Box 450  
Madison, Nebraska 68748**

**Telephone: (402) 454-3336  
Fax: (402) 454-2238  
<http://madison.esu8.org>**

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*The following pages will be devoted to a majority of the policies and rules that govern Madison Middle/High School. It is impossible to list the unique circumstances covered by every policy. The rules set in this handbook regarding student conduct are enforced throughout the school and on all school property. This also includes all extra-curricular events both home and away.*

No person who falls under the jurisdiction of Madison Public School District shall be discriminated against on the basis of sex, race, religion, or physical or mental handicap.

**MISSION STATEMENT: “Preparing students to be competent, confident, productive and responsible citizens.”**

## **SCHOOL SONGS**

### **MADISON DRAGONS SCHOOL SONG #1**

Faithful and truehearted  
Let us boost for our old high  
Revere her and defend her  
As her colors proudly fly  
We will stand for her united  
Of her deeds we'll gladly tell  
Her colors streaming  
Our glad hearts beaming  
Here's a cheer for her  
Whom we all love so well  
It's ever onward, our hearts pursuing  
'Nar defeat our ardor cool  
But united we will boost for her  
Our old high school.

### **MADISON DRAGONS SCHOOL SONG #2**

Hail to the team  
The red and white team  
Dragons onward in to score  
Once now and then once more  
And fight for that team  
United we dream  
March on to victory  
For M-H-S!!!

### **CHILD FIND:**

The Madison Public Schools have the responsibility to identify, locate, and evaluate all children (birth through age 21) with disabilities regardless of the severity of their disabilities, and who are in need of special education and related services. If you have questions or concerns about a child, please contact the Superintendent of Schools (402-454-3336) concerning the district's special education referral process.

## **PROCEDURES FOR MIDDLE SCHOOL STUDENTS**

1. **ARRIVAL:** Middle school students arriving before 7:50 a.m. should report to the high school entrance and remain in the commons. Breakfast is served beginning at 7:20 a.m. Students are to remain in the commons until they are released to the middle school.
2. **GUM & CANDY:** Chewing gum and eating candy will be permitted only for special occasions as permitted by the teacher.
3. **LATE WORK POLICY:** the Administration and the teachers in the Middle School and High School will develop the late work policy yearly.
4. **MIDDLE SCHOOL LUNCH:** When the students are dismissed, they are to report to the commons, sit down and wait to line up for lunch. After they eat and clear their trays, they may use the restroom and return to their seats until they are dismissed. The students may talk quietly.
5. **STUDY HALL RULES & PROCEDURES** Students must report to study hall with schoolwork or book. Students are expected to work or read quietly.
6. **DEPARTURE:** Students need depart within 15 minutes of their dismissal, unless under direct supervision of a teacher or a coach. Students need to depart through front doors.

## **PROCEDURES FOR HIGH SCHOOL STUDENTS**

1. **ARRIVAL:** The school is open at 7:00 AM. When students arrive, they may get books if they need them then return to and stay in the commons area until dismissed. Seniors may report to their study area.
2. **ANNOUNCEMENTS:** Announcements will be posted on computers, school website. Students will go over announcements everyday with their teachers during a certain period.
3. **Parking and Driving:** Freshmen and sophomores may park in the north parking lot, or new upper lot. The new bottom parking lot east of the high school is reserved for juniors and seniors. Entrance is on the west side. The exit is on the east side. Staff, visitor, and handicapped parking spaces are off limits to students at ALL times. Students who park illegally or who violate city parking regulations will receive appropriate consequences. Students may not drive during the school day (except senior's open campus/lunch) without prior approval from the administration.

4. **GUM & CANDY:** Chewing gum and eating candy will be allowed as permitted by the teacher.
5. **DANCES:** There shall be no more than four major school-sponsored dances each year to be determined by the administration and student body.
6. **LATE WORK POLICY:** The policy is at the individual teacher's discretion with Principal approval.

### **Senior Privileges Requirements**

The senior privileges are defined, as, "during a senior privilege time, seniors will be allowed to report to a senior study area, leave the building, or be in a certain classroom with permission from that teacher." In order to qualify for senior privileges, each student must meet four of the following:

1. Must be proficient on the NESAs writing test (students with accommodations on the test can be outlined with their own proficient score)
2. Must be proficient on the NESAs math test (students with accommodations on the test can be outlined with their own proficient score)
3. Must be proficient on the NESAs reading test (students with accommodations on the test can be outlined with their own proficient score)
4. Must be proficient on the NESAs science test
5. Must not have more than one unexcused absence from school a year
6. Must have a 78% GPA at the completion of their junior year
7. Must have completed at least three activities by the end of their junior year (average one per year)

To maintain senior privileges, each senior with privileges must stay eligible and complete at least one activity his/her senior year. If these criteria are not met, the privileges will be revoked.

### **Appeal Process**

If a student loses his/her senior privileges, he/she can appeal to an appeal's committee to get them back by formally submitting a letter to guidance counselor. The senior has to wait until he/she has completed one semester without privileges to submit the letter. The letter needs to demonstrate what he/she has done in the previous semester to prove maturity and responsibility. The appeal's committee, consisting of four teachers, guidance counselor, Mr. Crilly, one senior, one junior, and one student council representative, will examine the letter and vote on the decision to reinstate the senior privileges to that senior. The committee's decision is final and no second appeal will be reviewed.

## **GRADES 6-12 – STUDENT DRESS**

School is a place for serious work and study. Certain types of fashion and dress are not appropriate for school or for school activities. What is considered appropriate dress for school and all school related activities is at the discretion of the Madison Middle/Senior High School administration. The following guidelines apply to student dress issues at Madison Middle/Senior High School:

1. Hats, caps, hoods, blankets and gloves must be removed upon entering the school building and stored in lockers during the school day.
2. Bandanas may not be worn or carried.
3. Clothing displaying pictures or words or symbols that may be construed as indecent or immoral or sexually inappropriate, and words, patterns or symbols which refer to those used by gangs, alcohol, tobacco or illegal drugs may not be worn.
4. Shirts must have sleeves and must remain in contact with the top of the pants during normal movement. Tank tops, open net shirts, low-cut shirts that show undergarments or cleavage, and shirts that expose the midriff are not appropriate.
5. Skirts or shorts may be worn, provided they are no shorter than the center of the person's thigh.
6. Pants are to be worn at the top of the hips and must not show underwear.
7. Shoes must be worn at all times.
8. Chains and long belts must not be worn.
9. Clothing must be appropriate and worn appropriately. No large areas of skin or undergarments may be exposed.

Madison Public Schools has a **zero tolerance** to any type of gang messages or symbols worn on clothing, on the body or displayed on notebooks, personal items or gestures.

Decisions concerning student dress will be left to the discretion of the principal and/or the administrative team. If students or parents have any questions about the appropriateness of their school attire, feel free to contact the school.

## **PROCEDURES STUDENTS GRADES 6-12**

1. **TEXTBOOKS:** All basic texts are provided to students during the school year. Texts are to be kept clean, covered, and in good shape. Fines are assessed for damaged texts. These fines will be paid in the office.
  
2. **Possession and Use of Regulated Devices:**
  - a. Regulated devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a laptop computer for a class presentation, etc.).
  
  - b. Students may use regulated devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).
  
  - c. Students are permitted to use regulated devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device. Administrators, faculty or staff have the discretion to prohibit student possession, display, or use of regulated electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
  
  - d. Students are not permitted to possess, display, or use any regulated devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
  
  - e. Students are not permitted to possess, display, or use regulated devices at any time or place for: (1) activities which disrupt the educational environment; (2) illegal activities in violation of state or federal laws or regulations; (3) unethical activities, such as cheating on assignments or tests; (4) immoral, sexually explicit pictures, or pornographic activities; (5) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (6) activities which invade the privacy of others.

3. **LOCKERS:** The lockers are school property and are subject to inspection when the administration has reasonable suspicion. Lockers should be locked at all times.
4. **ITEMS POSTED ON SCHOOL PROPERTY:** All items displayed on school property, including student lockers, must be approved by school administration.
5. **STUDENT AGENDA:** All students will be provided a student agenda at the beginning of the school year. Students will be expected to have their agenda with them at all times. Students will be allowed to purchase one new agenda per school year, at a cost of \$10.00.
6. **CLOSING OF SCHOOL:** Students, parents/guardians will be informed through instant school messenger that school has been cancelled. They may also listen to radio stations KNEN-FM-94.7, KEXL-FM-106.7, WJAG-AM-780, KPNO - 90.7, KUS0- 92.7, KPNO-FM 90.7, KTTT-FM, KTGLFM 93.5, KZEN FM, KJSK FM, OR KLIR FM 101.1, or watch television stations KOLN/KGIN-channel10 or KTIV-channel 4 for school closing information. If you have access to the Internet, you may also use the following websites: [www.kexl.com](http://www.kexl.com), [www.us92.com](http://www.us92.com), [www.cancellations.com](http://www.cancellations.com) or [www.kolnkgin.com](http://www.kolnkgin.com).
7. **MEDICINE:** The school recognizes that some children are more successful in school because of the appropriate use of medication. Any parent who wishes his/her child to receive medication during the regular school day, must comply with certain regulations. Includes:
  - a. All medication, prescription and non-prescription--in their original container with its instructions--must be administered through the school office. Students are not to keep medication on their person, in lockers, or bags.
  - b. Written permission from the student's parent or caretaker requesting that the school supervise the prescribed medication routine is required. Written direction must be student specific for each medication provided.
  - c. Written orders from a physician detailing the name of the drug, dosage, and time interval that the medication is to be taken are required. Written directions must be student specific for each medication provided.
  - d. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The school nurse or other person designated to do so in her absence will administer medication, provided he/she has knowledge of the potential benefits and possible side effects of the drug being

administered. The physician or the school nurse should provide this information. The parent/caretaker shall notify the school of any student taking medication on his/her own. This medication should also be placed in the nurse's office.

8. **SAFETY DRILLS:** Safety drills will be held periodically throughout the year. Students are to conduct themselves in a safe, orderly manner as directed by staff. "Code Red" means to stay in the room and away from the windows. "Code Yellow" means to stay out of all hallways, commons, and senior study area. "Code Green" means to leave the building with the person in charge. "Code Blue" is for asthma situations.
9. **SCHOOL VISITORS:** All visitors to school are to report to the main office upon entering the building. Student visitors need prior approval from the teachers and the principal. Parents are always welcome to attend school. They are encouraged to make an appointment to see a teacher, the principal, the counselor, or visit their children's classes.
10. **LEAVING SCHOOL GROUNDS:** Madison Public School is a closed campus (except Seniors). Students must sign out with the office before leaving the school grounds and upon returning. Failure to do so will result in disciplinary action.
11. **VALUABLES:** Students are urged not to leave money, jewelry, or anything of value in their clothes or bags left in the halls or locker rooms. If they do so, they do it at their own risk. It is suggested that lockers not be used for valuables. The school will not be held responsible for lost or stolen money or other personal belongings.
12. **ACTIVITY TRIPS:** Students will ride to and from activities with the group or team in the vehicle provided. No pupil will be allowed to ride to or home in another vehicle with a different driver other than his/her parents unless written permission from the parents is given for their child to ride with another driver.

Any student representing the Madison schools on an overnight trip shall follow the rules set down by sponsors. Any student failing to follow these rules will forfeit the privilege of representing the school in the remainder of the event. The sponsor will have the student sent home with parents or the principal.

13. **PUBLIC DISPLAY OF AFFECTION** is considered inappropriate behavior on campus or at school-sponsored activities.

14. **PASS PRIVILEGES:** Students must have their agendas in order to use their pass privileges. Students need to sign in and out of the classroom.
15. **CHANGE OF ADDRESS:** If a student has a change of address or telephone number during the school year, it must be reported to the office.
16. **GYM SHOES:** Students are required to wear tennis shoes to be on the gym floor. It is recommended that each student have a separate pair of tennis shoes for physical education.
17. **CONFICATION OF NON-SCHOOL AND/OR OTHER NUISANCE ITEMS:** Items that interfere with the educational process will not be allowed at school. They may be confiscated by staff members. These items will be refunded to the student or to the parent/guardian at the discretion of the administration. Failure of a student to give an item to a staff member upon request will be considered insubordination resulting in disciplinary action.
18. **INSURANCE:** School insurance for all students is available for purchase. Information on this plan is handed out to the students at registration.
19. **BOOKBAGS, BACKPACKS & SPORTSBAGS** are subject to search at any time.
20. **SCHOOL AREA:** Middle school students are not allowed in the high school areas without permission. High school students are not allowed in the middle school without permission. They must use the appropriate entrances, stairs, restrooms, and library doors.
21. **ACADEMIC INTEGRITY POLICY**

The guidelines set forth in this policy identify various forms of academic dishonesty, and are prohibited by students of the district. The following sanctions will occur for academic integrity offenses:

  1. Academic Sanction: The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of zero for the work, and require the student to complete test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at acceptable performance standards, the instructor will average the grade earned on the replacement test or project with the zero originally assigned for that test or project.

2. Report to Parents and Administration: The instructor will notify the principal of the offense and the instructor or principal will notify the student's parents or guardian.
3. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. In the case of repeated offenses to this policy on academic integrity, the Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## 22. ACTIVITY CARDS

For those high school students who wish to participate in any school-sponsored activities, a one-time yearly activity fee must be collected before the first contest of that activity commences. This fee also enables the student to attend any Madison Public School home contest/performance at no charge. Students who do not participate in any co-curricular activities may pay the fee to receive the pass, which represents a substantial savings compared to paying individual contest/performance prices.

**Students must have the school activity card to present at the admission gate or will need to pay the admission.** If a student is participating in that activity, gate personnel are to have a list of participants so that if the student does not have his/her card with them, they may be admitted without charge.

Students who lose their activity cards may purchase another one in the office for \$10.00. Students who qualify for free and/or reduced lunches per federal guidelines can apply for an exemption from the costs of this activity fee.

23. Drawings or displaying of pictures, words or symbols that may be construed as indecent or immoral or sexually inappropriate, and words, patterns or symbols which refer to those used by gangs, alcohol, tobacco or illegal drugs are not permitted.
24. Student conferences/detentions are to be served at the time the designated time with the assigning teacher by the teacher.

### **LIBRARY-MEDIA CENTER 6-12**

All students may check out materials from the library media center. However, in order to help students, get the materials they need when they want it, the library-media center adheres to the following policies:

1. A due date will be assigned to all materials checked out from the library-media center. The student is responsible to return the material to the library on time.
2. Anyone who has overdue material will lose the privilege of checking out any more material. If overdue material is not returned at the end of the grading period, report cards may be withheld until the material is returned.
3. Students who damage or lose library material are responsible for the replacement cost of that material.

### **STUDENT CONDUCT IN LIBRARY/MEDIA CENTER**

The atmosphere of the library should be conducive to study, independent research, and/or leisure reading. Students who refuse to respect the rights of others will be asked to return to their classrooms/study halls. Food and beverages are not allowed in the library or in any computer labs, including all portable computer labs.

Special policies exist for checking out laptop computers, cameras, projectors, or other media. Students are financially responsible for any damages that occur to any electronic media items that they have checked out. See the library for further information.

### **SCHOOL COMPUTER SYSTEM & NETWORK**

The school computer system network (including all files, folders, & e-mail) is school property and will continue to be school property throughout the school year. Students are not to expect privacy of computer information. Computer files and activities are subject to inspection at any time. Student files may be emptied at the end of the year. Further procedures and details will be outlined in the technology use agreement.

### **HOT BREAKFAST AND LUNCH PROCEDURES**

Madison Public Schools offers a healthy breakfast and lunch every school day. Student meals may be purchased in the office at a cost determined by the District.

1. Meals must be purchased prior to the start of school in the mornings. The office opens at 7:30 AM daily.

2. All students will be required to eat in the commons area or designated area as deemed by administration.
3. Each day students are offered the complete lunch which will include a main meat dish or chef salad. A salad bar is available for students who purchase a lunch. Students need to choose only the foods they intend to eat.
4. During lunch period, all students need to leave books in their lockers, classrooms, or on the tables/stage in the commons.
5. Students may bring a sack lunch, but no pop or restaurant food may be brought into the commons area during school lunch time.

**NATIONAL SCHOOL LUNCH & BREAKFAST PROGRAM  
Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C.20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov) this institution is an equal opportunity provider.

**COUNSELING AND GUIDANCE CUMULATIVE RECORD**

A permanent cumulative record shall be maintained on each student who attends the Madison Public Schools and shall contain information pertaining to the student's academic, health, and vocational status. Responsibility for maintenance of such records shall lie with the counselor.

The following "open file" policy has been adopted by the Madison Public Schools:

1. Student cumulative folders are maintained in the counselor's office and are available for inspection by parents upon request or by students themselves over 18 years of age.
2. Parents or eligible students must sign an identification card before gaining access to such files. Permission to see such files must be granted within 45 days of request.
3. No transcripts or other information contained in the student's file will be forwarded to a prospective employer or other agency without the written consent of the parent of a minor or of the student himself or herself if over 18 years of age.
4. The Madison Public Schools reserves the right to transfer any or all file materials to another K-12 school to which a child may transfer.

#### **COUNSELOR SERVICES**

A counselor is available to students when they feel there is something they would like to discuss. The counselor will be glad to listen to students and to keep the matter confidential. Students should seek help from the counselor when they are having difficulty with a subject, needing to talk about a personal problem, or desiring vocational, college, or employment information. The counselor can also help plan next year's program, scholarship, testing, and scheduling problems. Students who need the services of a counselor should obtain a pre-signed pass from the counselor. Emergency situations may dictate otherwise. The counselor oversees the Peer Mediation program. If a student is in need of peer mediation, he/she should see the counselor.

#### **ATTENDANCE**

The laws of the State of Nebraska require that every child who is not less than seven nor more than eighteen years of age shall attend school the entire time that school is in session unless excused by school authorities. Madison Public Schools administration and staff will work with parents in partnership to encourage all students to attend school regularly and promptly.

**Complete Attendance policy can be found in Board Policy 5001. All policies are located on the school web site @ [Madison.esu8.org](http://Madison.esu8.org)**

#### **TARDINESS**

Teachers will verbally notify the students of tardiness every time they record a tardy. All tardies will be documented. If a student is late for school or a class they will receive 1 tardy lunch detention.

**If a student is ten or more minutes late for school or class, it is considered an unexcused class absence. They will receive 5 detention lunches.**

#### **ABSENCES**

Parents need to **call the high school** office 402-454-3336 to notify the school of the student's absence. A message may be left on **extension 212.**

#### **OR**

When the pupil returns to school, the parents **must write a note** of explanation indicating the reason for and the length of the absence, which is handed in to the office upon returning. **If it is a medical or court related absence, the student must bring documentation.**

It is the responsibility of the student to complete the make-up work on time as the teacher has requested. Extended absences will be considered according to the circumstances and judgment of the principal and the administrative team.

If parents and student are aware that the student will be absent, they need to notify the office **in advance.** The student must bring a note to the office and get an admit slip so he/she can begin working on makeup work. Teachers will tell the student what needs to be done before he/she leaves and what is due upon his/her return.

After a student, has been absent from any class or classes, with the exception of school-sponsored activities during a period of one semester, the following procedures will apply:

**5 times** -- A letter will be sent to the parents/guardian indicating how many absences the student has accumulated for the semester.

**7 times** -- A letter will be sent to the parents/guardian. A conference will be scheduled with the student, principal, and at least one parent/guardian.

**10 times** -- Upon the 10th absence, a final notice letter will be sent stating that credit for the classes missed will not be granted if the student misses one more time.

**The parent/guardian and student may request an appeal for a credit re-instatement only one time in their Middle School career and only one time in their High School career.**

**UNEXCUSED ABSENCES** Parents must verify all student absences within 24 hours of the absence. **Any absence not verified by parents**

**with a phone call or note will be considered unexcused.** Students with repeated truancy will be reported to the county attorney.

### **SCHOOL ATTENDANCE ON DAYS OF ATHLETIC CONTESTS OR SCHOOL ACTIVITIES**

A student must attend school the day of an athletic contest or school activity to be eligible to participate that day. He/she must be in the building by noon and remain until the end of the day. If notified before the absence, the principal may grant special permission to participate.

### **MAKE-UP WORK FOR EXCUSED ABSENCES**

Students are granted time to make up their work per the individual teacher's policy. Extended absences will be considered on an individual basis. Any work not made up is considered late. Students are encouraged to complete make-up work before the deadline. Students are expected to turn in assignments that were given before the absence when they return to class. This would include daily work, tests, and unannounced quizzes. Teachers may require students to do make-up work before and after school.

### **MAKE-UP WORK FOR SCHOOL ACTIVITIES**

The sponsor will inform all teachers of the students participating in activities at least two days prior to an absence. Students are responsible to get assignments from their teachers and turn them in upon their return to class.

### **ATTENDANCE AWARDS**

Students who have no absences or tardies all year will receive a Perfect Attendance Certificate and it will be recorded on their school record. Students missing only one day or having two or less tardies all year will receive a Certificate for Excellent Attendance.

### **STUDENT CONDUCT & CONSEQUENCES 6-12**

For students to experience success in school, they are expected to be on time, be prepared for class by doing their own assignments on time, and to display appropriate conduct conducive to a safe and orderly environment for learning and teaching at Madison Middle/Senior High School.

Classroom teachers and students are responsible for the safe and orderly environment of the classroom. Teachers are responsible to assist students in make more appropriate choices by conferencing with the students to do problem solving and may issue consequences when necessary.

Students demonstrating classroom behavior enough to merit being referred to the office will be assigned a consequence within the guidelines established for discipline. This may include a problem-solving conference with the teacher, a problem-solving conference with the principal and/or lead teacher, in-school suspension, short or long-term suspension from school, or expulsion from school.

The school will be using the BIST (Behavior Intervention Support Team) discipline program.

#### **HARASSMENT/BULLYING/CYBER-BULLYING**

Harassment/bullying may be defined as, any hostile or offensive act or expression by a person or group of people against another person or group, or incitement to commit such an act. Cyber-bullying is defined as any type of harassment via electronic format such as emails, chat room conversations, instant messaging, text messaging, etc.

Harassment/bullying/cyber-bullying of any kind is unacceptable at Madison Middle/Senior High School. This may be based on ethnicity, religion, gender, sexual orientation, age, or ability may take the form of or include behavior such as:

- derogatory name calling
- insults and/or racist jokes
- practical jokes resulting in awkwardness or embarrassment
- taunting or ridicule of any individual or group
- unwelcome remarks or innuendos
- physical attacks
- exclusion because of one's race
- racist graffiti or vandalism
- production of distribution of hate literature
- unfair allocation of work and responsibilities
- derogatory or offensive pictures and materials
- verbal abuse, threats, and intimidation
- gender or sexual preference or orientation
- exclusion from normal conversation

When an incident is reported, which violates the intent of these expectations, the alleged behavior will be evaluated by considering the context of the particular circumstances including the nature, frequency, intensity, location, and duration of the questioned behavior.

Although repeated incidents generally create a stronger claim of harassment/bullying, even a serious and yet isolated incident can be sufficient to warrant investigation. The person(s) investigating the alleged harassment/bullying shall make a record of the incident including the names of the parties involved and the efforts at resolution.

Parents will be notified at the beginning of the investigation so they may be present. All parties will be notified of the entire contents of the report. Every effort will be made to take steps to focus on correction and education of the parties involved.

Consequences will be assigned accordingly.

#### **STUDENT PROBLEM SOLVING CONFERENCE**

When a student misbehaves in a classroom, the teacher will arrange a conference with the student. The student must report to the teacher's room. A consequence will be issued if the student does not show up for the conference. The student and teacher must still meet to complete problem solving conference.

#### **MINOR INFRACTIONS**

The list of infractions below is regarded as necessary to provide an orderly environment for the best possible learning climate in school. Students committing these infractions will receive consequences. The following list is not intended to be all-inclusive.

1. Minor insubordination.
2. Running, pushing, shoving or loud behavior in the hallways, commons, classroom or outside near classrooms.
3. Using vulgar or offensive language in or out of the classroom.
4. Failing to keep hands, feet and all objects to themselves. (This includes throwing snowballs, pinecones, and sticks).
5. Displaying rude or disrespectful behavior to any school employee or fellow student.

6. Distracting other students and disturbing the appropriate school environment.
7. Refusing to comply with reasonable standards set forth by any staff member.
8. Skipping a class or unexcused absences.
9. Using pins, rubber bands, pencils, and other objects in a way that may be harmful to others.
10. Misbehaving for a substitute teacher will result in additional consequences.
11. Defacing or damaging an agenda.
12. Misbehaving at extra-curricular activities.
13. Being in the wrong area of the school.
14. Misbehaving in lunch detention will result in two more lunch detentions.
15. Other behavior that interferes with teaching and/or learning.

#### **MAJOR INFRACTIONS**

Examples of major infractions include, but are not restricted to:

1. Fighting--Any fight resulting in physical injury (bruises, cuts, and/or blood) to either party will be reported to the police. Students who choose to participate in peer mediation may have a reduction in time spent in suspension.
2. Major Insubordination-The repeated or ongoing refusal to comply with reasonable request.
3. Theft--Taking any items that belong to any student, staff member or to the school. Losses exceeding \$500 to one individual or to the school will result in long-term suspension or expulsion.
4. Vandalism-Causing or attempting to cause substantial damage to private or public property. Students will be responsible to pay damages. If damages exceed \$500 to private or public property, the student will be subject to long-term suspension or expulsion.
5. Distribution of, sale of, possession of, use of or being under the influence of tobacco, alcoholic beverages, or illicit drugs on school property or at any school-related activity is prohibited. Any student suspected of being under the influence of alcohol or illicit drugs will be required to participate in a screening process.
6. Truancy or an unexcused absence. This includes leaving the school grounds without permission.
7. Forgery--Forging the name of a parent, guardian or staff member on a note or any form of pass.

8. Riding in or operating a vehicle during lunch hour or during the instructional school day without permission.
9. Vulgar language, threatening or intimidating behavior directed towards any person.
10. Harassment/Bullying--(including sexual & cyber-harassment) directed toward any person. The harassed individual has the right to file a harassment grievance.
11. Use of any object or device causing bodily harm to any person.
12. Any other behavior that interferes with teaching and/or learning.

### **SHORT-TERM SUSPENSIONS**

Any student may be excluded from the Madison Public Schools for a period of time not to exceed five school days in the following circumstances provided that the suspension is assigned under the guidelines provided by Nebraska State Law:

1. The student has a dangerous communicable disease transmissible through normal contacts.
2. The student is infected with or can be proved to be a carrier of external parasites (such as head lice) which may be transmissible through normal school contacts and which pose a threat to the safety and well being of the school community.
3. The student is involved in excessive or extreme behaviors or activities which interfere with any educational function or which infringe upon the rights of other students to pursue an education.
4. The student conducts himself/herself in a way that is a clear threat to the physical safety to himself/herself, and/or to others student is so extremely disruptive so others cannot pursue an education, he/she will be removed.

Short-term suspension shall be made only after the administrator has made an investigation of the alleged conduct of violation and has determined that such suspension is necessary to help student to further school purposes, or prevent interference with school purposes.

Before such short-term suspensions shall take effect, the student shall be given oral or written notice of the charges against him/her and an explanation of the evidence the authorities have. He/she shall have an opportunity to present his/her version of the incident.

The administrator shall, as soon as it is reasonably possible following the suspension, send a written statement to the student's parents or guardian describing the student's violation and the reason for the action taken. The administrator shall make a reasonable effort to hold a conference with the parents or guardian before or at the time the student returns to school.

#### **MAKE-UP WORK WHEN A STUDENT IS ON SUSPENSION**

Make up work will be up to the discretion of the teachers.

#### **LONG-TERM SUSPENSIONS AND EXPULSIONS**

Long-term suspensions shall mean the exclusion of a student from attendance in all schools within the Madison Public School system for a period exceeding five school days but less than twenty school days.

Expulsion shall mean exclusion from attendance in all schools within the system for the remainder of the semester –

Unless the misconduct occurred: a) First semester--within ten days prior to the end of the first (1) semester, in which case the expulsion shall remain in effect through the second (2nd) semester; or b) Second semester--within 10 school days prior to the end of the second (2nd) semester, in which case the expulsion shall remain in effect for summer school and the first (1) semester of the following school year.

The following student conduct shall constitute grounds for a long-term suspension or expulsion subject to the procedural provisions of Nebraska State Law when such activity occurs on school grounds or during an educational function or event off school grounds:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose;
2. Attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value;
3. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.

5. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of controlled substance or alcoholic beverage.
7. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes.
8. Repeating violations of any rules validly established pursuant to section 1 of this act if such violations constitute a substantial interference with school purposes.

If an administrator makes a decision to discipline a student by long-term suspension or expulsion, the following due process procedures shall be adhered to:

On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days of the decision, send written notice by registered or certified mail to the student, the student's parents or guardian informing them of their rights established under this act. Such written notice shall include the following:

1. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion, including a summary of the evidence to be presented against the student.
2. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject.
3. A statement that, before long-term suspension or expulsion for disciplinary purpose can be invoked, the student shall have a right to a hearing, upon request, or the specified charges.
4. A description of the hearing procedures provided by this act, along with the procedures for appealing any decision rendered at the hearing.
5. A statement that the principal, legal counsel for the school, the student, the student's parents, or the student's academic and disciplinary records and any affidavits to be used at the hearing considering the alleged misconduct, and the right (2) to know the identity of the witnesses to appear at the hearing and the substance of their testimony.

6. A form on which the student, student's parents, or guardian may request a hearing to be signed by such parties and delivered to the principal or superintendent in person, or by registered or certified mail as prescribed in sections 15 and 16 of this act.
7. Nothing in this act shall preclude the student, the student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
8. If a hearing shall be requested within five days of the receipt of the written notice by the student, the student's parents or guardian as described in these rules and regulations, the superintendent shall appoint a hearing examiner and all of the provisions of the Nebraska statutes which relate to such a hearing shall be adhered to.

#### **ALTERNATIVE EDUCATION**

High school students may be placed in alternative education for a variety of reasons. A team of teachers, administrators, and the student's parents/guardians will meet before the final decision is made. Students may be in alternative education for credit recovery, academic problems, persistent absences, discipline issues, or other reasons that prevent the student's success in the regular classroom. If a student successfully completes his/her work in alternative education, and the teacher, and team agrees, the student may return to the regular classroom. The ultimate goal of alternative education is for the student to return to his/her class and be successful. A separate alternative education handbook is available on request.

#### **ALTERNATIVE CREDIT**

Students who are expelled from school may choose to receive alternative credit. Students may earn credit for core classes (English, math, science, and social studies) by completing an approved alternate course. In order to receive credit, the student must meet the following requirements:

1. Must receive a 70% or above.
2. Must complete the course within 30 days of the completion of the semester. Students who are permanently removed from a class do to behavior will earn a WF (Withdraw Fail) and will be required to complete a full semester of an approved alternate course.

## **INVESTIGATION BY LAW ENFORCEMENT OFFICERS**

**Investigations** by law enforcement officers conducted on school premises:

Administrators or school personnel may report unlawful conduct to law enforcement officials. Officers may determine the necessity of conducting the interview at either the police department, school or the student's home.

**Interviews** at the school will be in the presence of a school administrator. The parents or guardians of the student must be contacted if possible and advised of the circumstances and consent for the interview obtained prior to the interview.

**Interviews** conducted at police department: The officer who determines that it is appropriate to conduct an interview with a student at the police department may contact a student to arrange a meeting after school hours.

**Taking** a student into custody on school premises: Arrest of student on school property should be avoided. If an administrator releases a student to an officer, the administrator shall take immediate steps to notify the parent or guardian, or responsible relative regarding pertinent information.

**WEAPONS POLICY** Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object that could be used to injure another person and which has no school-related purpose will be considered a weapon for purpose of this policy.

**WEAPONS POSSESSION - Mandatory reporting to law enforcement.**

First Offense –Immediate suspension

Further Offenses – Recommendation of expulsion

**If the weapon is a firearm, federal law requires the student to be expelled for up to one school year.**

## **PARENTAL INVOLVEMENT**

Madison High School encourages parental involvement and at different times, parent conferences will be requested. It is very important that parents respond to these requests; however, if a response to a request is not received within seven days, a meeting will be scheduled with the student involved and concerns will be discussed. The purpose of the

meeting is a resolution of concerns; after this meeting, the resolution will be final. The plan for resolution of concern will be sent to parents.

#### **STUDENT APPEAL PROCEDURE**

The first step of appeal is for the student to talk to the teacher privately before or after school or during a study hall. The second step of the appeal is to talk to the counselor or principal concerning some type of disciplinary action. He/she may do so before school, after school, or during a study hall. A student cannot leave a class for this purpose.

**DATING VIOLENCE POLICY – Specific guidelines are outlined in school board policy. Copies may be made available through the office upon request.**

#### **CONCERNS/GRIEVANCES of STUDENTS, PARENTS, OR PATRONS**

The school encourages communication about concerns or grievances. We welcome personal contact with the concerned individuals. If after a personal meeting, the students, parents and/or patrons are not satisfied by the explanation of the teacher, activity sponsor and/or administrators, a formal grievance can be filed.

Below is a brief description of the Madison Board of Education grievance procedure.

The complaint or criticism must be submitted in writing on forms provided by the building principal. The complaint must be signed by the complainant and turned in to the building principal. The written complaint, as well as all responses (in writing), needs to accompany the complaint all the way through the process.

The school administrator, after review of the written complaint, shall arrange a meeting date, which is mutually convenient to all parties involved. At this time, the parties shall address the nature of the grievance, complaint or criticism, and suggestions for improvement or remedial action will be discussed.

In the event the grievance, complaint, or criticism is not resolved to the satisfaction of all parties involved, they may appeal, in writing, to the superintendent of schools. The original complaint form shall follow the complaint to the succeeding level of consideration.

If the party is not satisfied with the response of the superintendent, said party may address a written appeal to the grievance committee of the

Board of Education, which will be filed with the secretary of the Board of Education.

A meeting will be scheduled with the Board of Education. The decision of the Board of Education will be final.

In the event the grievance, complaint and/or criticism is directly related to the Board of Education, or the superintendent's office, it should be submitted in writing to the superintendent of schools.

The entire grievance policy can be obtained at the Madison Middle and High School offices and at the Madison Elementary School during business hours.

### **REGULATIONS CONCERNING STUDENT FEES**

1. Specialized clothing/equipment for curricular issues (including band instruments) will be provided for all students. Utilizing specialized clothing/equipment may require students to use that specialized clothing/equipment (including band instruments) on a shared basis and for a designated time only. Students may choose to deviate from the provided specialized clothing/equipment (including band instruments) provided the instructor gives approval and provided the specialized clothing/equipment equals or exceeds the standards of the course.
2. Specialized clothing/equipment for activities will be provided for all participating students. The selection of specialized equipment (including uniforms) is left to the decision of the activity director and administration. Students may choose to deviate from the provided specialized clothing/equipment provided the instructor/coach/sponsor gives approval and provided the specialized clothing/equipment equals or exceeds the required standards of the activity.
3. Instructors/coaches/sponsors may require personal and consumable items for coursework or activities. Additionally, fees may be required for materials required for individual course projects if the project becomes the property of the student upon completion of the course. Students will be made aware of the material costs prior to the start of the project. Students receiving waivers may have similar projects provided; projects will stay as property of the school.
4. Transportation fees to activities may be charged and will be calculated on a per trip basis.

5. Transportation and entrance fees for field trips are provided at no charge to the students.
6. Admission to activity contests follows East Husker recommendations: \$5 for adults, \$3 for students for Varsity activities and \$2 for junior varsity activities. Students who do not have the activity card with them will be required to pay the regular admission fee.
7. Parents may seek waiver exemptions from the above listed fees by filling out a "Wavier Request" form that is available from the superintendent of schools.
8. Each waiver request must include verification of income from the previous year. Verification of income can be done by providing a copy of the previous year's income tax return; by providing the most recent pay notices from their present employers; Social Security, Pensions, or Retirement notices; by providing Federal Assistance notification card or letter; Child Support or Alimony received; and/or any other notifications of income received. Verification of self-employment forms is provided in each school office for those who would need them. School officials will calculate income using the formulas provided by the United States Department of Agriculture Child Nutrition Program.
9. Families seeking waivers from fees as described above must return their request form within two weeks from their child/young adult starting school. "Waiver Request" forms are located in the office of each school. One request will cover all fees for the year.
10. Instructors/coaches/sponsors may suggest non-specialized clothing to build class/club/team spirit; however care must be taken to assure students these are not required to have non-specialized clothing or equipment for participation in the class, club, or activity.
11. Actual replacement costs due to loss or damage to equipment, books, or supplies will be charged to any student.
12. Tuition costs for dual credit or honors courses will be paid directly by the students to the college.
14. If a financial emergency should arise (a loss of job, health issues, etc.) families may petition the Superintendent of Schools. The Superintendent of Schools may make waiver decisions for these types of emergency purposes during the year.

### **NOTICE CONCERNING STAFF QUALIFICATIONS**

The No Child Left Behind Act of 2001(ESSA) gives parents the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Madison Public Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction:
2. Whether the teacher is teaching under an emergency or provisional teaching certificate:
3. The baccalaureate degree major of the teacher. Parents may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. Madison Public Schools will, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in the child's school building. The information will be provided to the parents in a timely manner. Finally, Madison Public Schools will give timely notice to the parents if their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the act.

### **STAFF CONDUCT WITH STUDENTS**

All staff members, including teachers, coaches, counselors, administrators, school volunteers and others are to maintain the highest professional, moral, and ethical standards in their conduct with students. **Specific guidelines are outlined in school board policy. Copies may be made available through the office upon request.**

### **NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION**

The No Child Left Behind Act of 2001 requires Madison Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Madison Public Schools **not** provide this information (i.e., not provide the student's; name, address, and telephone listing) to military recruiters or institutions of higher learning, without their prior **written** parental consent. Madison Public Schools will comply with such request.

**NOTICE OF NONDISCRIMINATION**

**The Madison Public School District does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment, in its programs and activities. The following person has/have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination:**

**Title:** Superintendent of Schools

**Address:** Madison Public School

P O Box 450

Madison, Nebraska 68748 **Phone #:**

402-454-3336

If parents, employees and students do not feel that their complaints regarding Title IX, Title VI, Section 504 have met with resolution at the local level, they can appeal their grievances to the regional Department of Education, Office for Civil Rights.

**Office for Civil Rights**

**8930 Ward Parkway, Suite 2037**

**Kansas City, MO 64114**

**816-268-0550**

**FAX: 816-823-1404; TDD: 800-437-**

**0833**

**GRADUATION REQUIREMENTS** Graduation requirements for Madison High School provide each student with a solid background in the core curriculum areas along with an intensive study in several critical subjects in order to more thoroughly prepare each student for the future after high school. To graduate, students must complete the following program of study in grades 9-12 during the required four years of attendance:

Language Arts.....	40 credits
(English 9, English 10/Communications, American Literature and a selected senior English course are required)	
Social Studies.....	35 credits
(World History, American History, Am. Gov., Geo are required)	
Mathematics.....	30 credits
(Algebra I and Geometry are required)	
Science.....	30 credits
(Earth/ Science Research and Design, Biology, and Physical Science are required)	
Information Technology .....	10 credits
Practical Arts.....	20 credits
(Choices from Art; Family and Consumer Science; Business; Industrial Technology; Band, Choir; and Information Technology)	
Service Learning – 1 semester required for seniors.....	5 credits
Physical Education.....	10 credits
(Physical Education 9/Health is required)	
Consumer Education.....	5 credits
Electives.....	60 credits
<b>TOTAL REQUIRED FOR GRADUATION.....</b>	<b>230</b>

**CREDIT ALTERNATIVE EDUCATION REQUIRED FOR GRADUATION....200**

**EARLY GRADUATION POLICY**

In order to qualify for early graduation, a student and his/her parents must make written application to the principal and guidance counselor. The administration will inform the school board of students who will be graduating early.

**WEIGHTED CLASSES**

Certain courses at Madison High School are given a weight to be used when determining a student’s class rank. This weighting is an indicator

of relative difficulty and/or intensity of a given course. This weighting system is used ONLY in determining rank in class. The following courses are weighted:

**Level IV= +4 points** added to grade - MATH 2000 Analytic Geometry/Calculus

**Level III = +3 points** added to grade - English 1010 & 2100 Spanish IV, All dual credit college classes.

**Level II = +2 points** -Anatomy & Physiology, Physics, Chemistry, Trigonometry/Pre-Calculus, Spanish III, Psychology, Sociology, Advanced Technology, digital design.

**Level I = +1 point** - Accounting II, Algebra II, Economics, Spanish II, Web Design, Advanced Woods, Advanced Speech

**Level O = +0** - All other required courses and electives

**Ability Level Graded = -3 points** - ESL, modified grades, and other ability graded courses.

**CLASS LOAD** Each student will be expected to register for seven (8) subjects. Seniors may have fewer with Guidance Counselor approval.

#### **GRADE CLASSIFICATION**

The superintendent and principal shall determine the grade classification through the use of the current schedule.

Grade 9: 0 - 50 credits and one year of high school.

Grade 10: 51 - 109 credits and two years of high school.

Grade 11: 110-159 credits and three years of high school.

Grade 12: 160 - or more credits

Students enrolling from schools not accredited or approved by the state must have their work validated by an approved state agency that determines the number of credits and passing work before hours can be granted.

#### **SEMESTER TESTS**

High school students may have semester tests or final projects. Juniors and seniors are required to take comprehensive semester tests. The tests/projects may count for up to one seventh of the student's semester grade. The tests/projects will be scheduled during the last week of the semester.

## **EXTENSION COURSES**

Students may receive credits to apply toward graduation by taking extension courses from approved post-secondary learning institutions, if approved by the principal and/or superintendent. These courses may be ordered through the school, but the student taking such course(s) will pay the initial cost

## **GRADING SYSTEM**

- 1. GRADING:**    **A= 94%--100%**    **B= 86%--93%**        **C=78%--85%**  
                         **D= 70%--77%**    **F= 69% and below**

A student will be ineligible if:

- a. he/she has below a 70% average in two classes or
- b. he/she has below a 60% in any one class.

Report card and permanent records will have academic class grades recorded in the numerical form. No student will receive a report card grade above 100%. Band, choir, and physical education grades will also be recorded for credit but are not included in the class rank.

## **HONOR ROLL**

An honor roll (GPA without weighted classes) will be issued at the end of each semester, for high school only. Students who have at least a 94 average will be eligible. Those students maintaining a 90-93 average are eligible for honorable mention.

## **INCOMPLETE GRADES**

Students may receive incomplete grades on report cards if they have not completed course work in allotted time. Individuals with extended illnesses will be considered.

## **NATIONAL HONOR SOCIETY**

1. At the beginning of semester, a number of faculty members are asked to serve on the membership selection committee.
2. The faculty advisor is an ad hoc member of the faculty council, but does not vote.

3. For the purpose of membership consideration, the principal provides the selection committee with a roster of students who are eligible scholastically. From this roster, the committee selects inductees using the four criteria of scholarship, leadership, character, and service.
4. A comparative rating sheet may be used to help the committee evaluate candidates, but final membership selection must be subsequent to a formal vote of the council sitting in plenary session.
5. In the early spring/late fall of each term, members will be selected from the sophomore and junior classes in the manner described above. In the early fall, members will be selected from the junior and senior classes.

#### **ACTIVITIES/ ATHLETICS ELIGIBILITY**

All students have the ability of receiving Madison Middle/High School Activities Handbooks. Students and parents are to read the handbook and become familiar with the information it contains. The handbook contains all rules for eligibility.

1. Each student must meet eligibility requirements. All students are eligible for the first contest/performance of each activity.
2. A student will be ineligible to compete or perform interscholastically if:
  - a. he/she has below a 70% average in two classes or
  - b. he/she has below a 60% in any one class.

A student will be ineligible for one week. Ineligibility begins on Sunday and ends the following Saturday evening. If there is a week (short week) where a student does not have an opportunity to improve his/her grade, the principal or designee may waive ineligibility for the following week.

3. Eligibility is considered for all activities. The term "activities" shall mean all events in which students are supervised by MPS staff, transported in MPS vehicles, wear MPS uniforms, or use MPS equipment.
4. ALL MS/HS Students will be required to attend before and after school practices unless the head coach or sponsor excuses them.
5. Students who have medically verified illnesses will be provided time to make up work. The principal will have the right to waive ineligibility.

6. A student placed on the ineligible list will be allowed to participate in the following activities during the restriction period:
  - a. Attend all regularly scheduled class periods.
  - b. Attend any convocation or assembly designed for all or part of the student body.
  - c. Participate in a class trip that is developed and supervised by the classroom teacher, is expected to be attended by all members of the class, is considered part of the curriculum for that particular class, and takes place during the confines of that particular class period.
  - d. Students may be given an alternative assignment if they are ineligible to attend the field trip, etc.
8. The NSAA and Madison Public Schools require all high school students to pass 20 semester credit hours in order to be eligible for the next semester.

#### **REGULATIONS REGARDING ALCOHOL, DRUGS, TOBACCO, AND OTHER BEHAVIORS**

The following rules and standards concerning student conduct related to alcohol, tobacco, drugs, and other behaviors are established to assist the Madison Public Schools in promoting healthy lifestyles, encouraging safe choices and behaviors, and carrying out the school's educational function. These rules and standards shall be in effect for all students beginning on the first day of 6th grade or the first day of fall sports practice as set by the NSAA or at the time the student enrolls in the Madison Public Schools and will continue on a year-round basis from that time until such time as the student graduates from Madison High School or ceases to be enrolled in the Madison Public Schools.

**EXPECTATIONS:** Madison Public School students are expected to obey all laws, policies, etc. of the United States, the State of Nebraska, the City of Madison, and the Madison Public Schools. Further, it is expected that MPS students will be honest in their conversations with MPS staff regarding actions related to this regulation.

**INFRACTIONS:** Students who choose to demonstrate any of the following behaviors are subject to disciplinary consequences.

1. Knowingly possessing, using, being under the influence of, selling or distributing alcohol or illegal drugs, possessing drug paraphernalia, or admitting to or being convicted of minor in possession or minor in consumption. Students shall not knowingly remain in an area where

minors are consuming alcoholic beverages other than their own residence or a recognized place of worship. Students shall not knowingly remain in an area where illegal drugs are being used.

2. Possessing or using tobacco products.
3. Engaging in any activity classified as a Class III Misdemeanor or more serious offense, as provided by the laws of the State of Nebraska. Offenses include but are not limited to: assault, threats and intimidation of students and/or faculty, shoplifting, theft, etc.
4. Bringing to school, possessing, handling, or transmitting or using any dangerous weapon in school, on school grounds, or at a school function off of school grounds.
5. Violating the Madison Public School's Harassment Regulation.
6. Anything that is not specifically identified above, but which constitutes a danger to other students, interferes substantially with any extracurricular activity, or is deemed by the administration to be incompatible with the standards required of students enrolled in the Madison Public Schools.
7. Committing an act classified as a felony by the State of Nebraska may be considered a third offense under this regulation.

Note: This list of infractions is not intended to be all-inclusive. School officials and the Board of Education will deal with all violations and consequences on an individual basis in consideration of the unique details and circumstances involved in each situation and in observance of the district's established procedures for considering appeals or grievances.

**PROCEDURES:**

*Reporting Violations:* violations of the expectations noted above may be self-reported by the student or may be reported by any person witnessing the conduct to any school official (Lead Teacher, Athletic Director, Counselor, or Principal). Anonymous reports will be disregarded unless there is an immediate threat to the safety of students, staff, or facilities.

*Investigation:* upon any report of a potential violation of this regulation, the school official receiving the report will complete each of these steps:

1. report the potential violation to an identified school official.
- 2a. If the report is initiated by a student, the school official will document the exact time and date of the student-initiated report and will schedule a meeting to discuss details of the violation when a parent/guardian is able to be present.
- 2b. If the report is initiated by a person witnessing the conduct, the school official will document reported details of the violation and will schedule a meeting to discuss details of the violation when a parent/guardian is able to be present. An alleged violation of this regulation by a student may only be investigated by school officials if the report is received within one calendar year of the date the alleged violation.
3. the school official will make reasonable attempts to contact the parent/guardian to schedule a meeting of the student, the student's parent/guardian, and any two school officials within 30

hours. A phone conference will be a suitable alternative to the face to face meeting. The purpose of this meeting will be to determine whether a violation of this regulation has occurred, to document all relevant details of that violation, and to assign consequences based on that violation. In the event that the parent/guardian does not schedule the meeting or does not attend the scheduled meeting, the parent/guardian waives the right to be present for the meeting and the meeting will proceed as scheduled.

4. school officials participating in such a meeting will prepare a written summary of the meeting which will be reported to school administration and filed in the student's individual student folder.

*Assignment of Consequences:* consequences assigned a student will generally begin on the day of the violation meeting, or at such other time as specified by a school administrator. Any student serving a consequence at any level of offense will be suspended from publicly representing MPS and/or attending on- or off-campus MPS activities. Any student serving a consequence at any level of offense will be permitted to attend and participate in practices, meetings, class period activities and lessons subject to any further restrictions noted below. The term "activities" shall mean all events in which students are supervised by MPS staff acting in that capacity, transported in MPS vehicles, wear MPS uniforms, or use MPS equipment. Activities from which a student may be suspended also include events such as Coronation and Prom, but not Commencement.

Coaches and sponsors shall have the authority to request students in that specific organization who are suspended through his regulation to attend public school events in a service role, but such students shall not wear uniforms, compete or perform individually or as part of a group, or in any other way publicly represent the school.

School officials may specify the frequency of alcohol/drug evaluations and identify who may provide such evaluations. In all cases, the student/parent/guardian shall be responsible for all costs associated with the evaluations. A list of local agencies providing evaluations is available from the principal, school nurse, or guidance counselor.

*Consequences for school activity participants:*

1. 1st offense: suspended from publicly representing the school for 14 days

A first offense consequence may be reduced to 7 days provided the student reports the violation within 24 hours of violation and before participating in the next school activity to the lead teacher, athletic director, counselor, or principal.

2. 2nd offense: suspended from publicly representing the school for 28 days

Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense

and successful compliance with all recommendations that arise from that evaluation if the previous and second offense were alcohol or drug related.

3. 3rd offense: suspended from publicly representing the school for 1 calendar year (365 days)

Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense and successful compliance with all recommendations that arise from that evaluation if the previous and third offense were alcohol or drug related.

4. 4th offense: suspended from publicly representing the school for remainder of middle school or high school career

Note: Re-admittance into the activities program will require an alcohol/drug evaluation performed at student/guardian expense and successful compliance with all recommendations that arise from that evaluation if the previous and fourth offense were alcohol or drug related.

*Consequences for students who are not school activity participants:*

1. 1st offense: required to perform 20 hours of approved community service work

A first offense consequence may be reduced to 10 hours provided the student reports the violation within 24 hours of the violation to the lead teacher, athletic director, counselor, or principal. All assigned community service hours must be completed in order to qualify for Senior privileges.

2. 2nd offense: suspended from school for 1 day and required to perform 30 hours of approved community service work

Note: all assigned community service hours must be completed in order to qualify for Senior privileges.

3. 3rd offense: suspended from school for 2 days and required to perform 40 hours of approved community service work

Note: all assigned community service hours must be completed in order to qualify for Senior privileges.

4. 4th offense: suspended from school for 3 days required to perform 50 hours of approved community service work

Note: all assigned community service hours must be completed to qualify for Senior privileges.

*Legal Protection:* In the event the student contests an alleged violation resulting from a citation or other legal action that may result in court action, school officials have the authority to defer consequences until the issue has been resolved in the court system.

*Appealing Assigned Consequences:* In the event that consequences assigned by school officials through this regulation are contested by the student or his/her parent/guardian, the offended party may appeal the consequences assigned by submitting a written appeal to the Superintendent. When such an appeal is filed with the superintendent, all consequences assigned will be immediately suspended and deferred until the superintendent has completed a review of the details of the violation and the assigned consequences. The superintendent will

issue a written statement either affirming the consequences as originally assigned or modifying them in some manner. In the event that any assigned consequences remain following the superintendent's review, those consequences or the modified consequences will be implemented at the time the superintendent issues his response to the appeal. Appeals of the superintendent's decision may be considered by the Grievance Committee of the Board of Education.

*Eligibility Timeline:* All consequences and timelines refer to a student's 3-year middle school career or 4-year high school career. Student eligibility under this regulation will begin anew upon the student's enrollment in grade 9.

*Eligibility Reinstatement for Students Participating in School Activities:* Any student suspended a second time from publicly representing the school through this regulation who successfully completes all requirements of any diversion or probation program, pays any fines, complies with all recommendations of counseling and/or drug/alcohol evaluations, and completes 20 hours of approved community service may reduce the second suspension by up to 14 days. Any student suspended a third or fourth time from publicly representing the school through this regulation who successfully completes all requirements of any diversion or probation program, pays any fines, complies with all recommendations of counseling and/or drug/alcohol evaluations, and completes 60 hours of approved community service may reduce the third or fourth suspension by up to 90 days. This process of buying back suspension time may be repeated. Any days suspended through this provision shall be deducted from the end of the suspension period.

Community service hours specified in the suspension buyback provision shall meet each of these criteria:

1. Must be apart from MHS service learning hours and apart from any community service hours assigned by the legal system;
2. Must be approved in advance by any two of the following: A.D., principal or superintendent; and,
3. Must be documented in writing by the supervisor at the location where the student is working.
4. Once the community service hours have been completed, the student may submit a buyback request to the Activities Director or Athletic Director, who will then form a committee to consider the request. The Activities Director or Athletic Director shall have the responsibility to select members of this committee, and will select one committee member from each of the following groups: board of education, administration, staff, activity sponsors, and any other representative(s) deemed appropriate. It will be the student's responsibility to demonstrate a positive change in attitude and actions through his/her records of attendance, conduct, grades, and community activities to the appointed committee. This committee will consider the above items as well as teacher and administrative recommendations, school attendance, conduct, grades, any other legal issues/problems, etc. when determining possible reduction of

suspension (attendance and/or participation) time. The length of reduction (if any) will be left to the discretion of the Committee.

**All students will receive a copy of the Madison Middle/High School Activities Handbook. More specific information regarding activity policies is contained in that handbook. Students and parents are encouraged to read the handbook and become familiar with the information it contains.**

April 5, 2017

Mr. Jim Reeves  
Secretary  
Madison Board of Education

Mr. Reeves,

On Friday, March 31, 2017, I received a Reduction In Force notice from the Superintendent of Schools that my contract would not be renewed for the 2017-2018 school year. I am writing to inform you that I would like to request a hearing before the board of education to state my case. Please let me know what date and time works best for you and the school board. Thank you.

Sincerely,

Beau Viergutz