





Welcome to Madison Junior High School. This is a guide with important links and information that you will find helpful through your time here at Madison. We thank you for choosing us, and look forward to a great school year.



MJHS Handbook	MCS Code of Conduct	Sign up <b>HERE</b> to participate in MJHS Sports	MCS Athletic Handbook
			

### **MJHS Dress Code (also found in the MJHS Handbook)**

#### **DRESS CODE FOR STUDENTS**

**Students are expected to maintain an appearance that is appropriate for school and conducive to the educational atmosphere.**

While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted with these general guidelines.

Proper student dress and appearance are important for creating an educational atmosphere geared for success. Whenever a school official considers a student's appearance to be inappropriate, immodest, distracting to the educational environment, or unsafe, a conference will be held and the student will be asked to make accommodations.

MJHS students in violation of the school dress code will be asked to comply before returning to class or will be given alternate clothing or be assigned to detention for until in compliance. Repeated violations of the dress code may result in disciplinary consequences. The following dress code applies to all students:

1. General
  - a. All clothing with vulgar, racist, or suggestive slogans or advertising that promotes alcohol, tobacco, or narcotic-related products is not permitted.
  - b. All clothing must be free from any gang-related identification.
  - c. Nothing shall be worn that is considered detrimental to the educational atmosphere. Shirts, Tops, and Dresses
  - d. All garments must cover the torso area completely when arms are extended upward (bare midriffs, fronts, sides, or backs are not allowed). Shirts, tops, and dresses must have appropriate coverage.
  - e. The neckline of all garments must be appropriate for school
  - f. Muscle shirts, see-through shirts, and low-cut shirts that expose cleavage are prohibited.
2. Pants, Shorts, and Skirts
  - a. Pants are to be worn around the waist. No sagging or low hip-hugger pants should be worn to school.
  - b. Shorts, skirts, and dresses will be allowed to be worn to school if the length allows for appropriate coverage.
  - c. Pants with holes, cuts, tears, frays, that expose skin, other clothing, or undergarments must allow for appropriate coverage.
3. Shoes and Accessories
  - a. As a safety factor, appropriate shoes must be worn at all times. Certain activities in school require students to wear closed-toe shoes (e.g., food lab, science lab, manufacturing lab, P.E., etc.).
  - b. Sunglasses, hats, caps, and hoods are not to be worn inside the building.
  - c. Chains (including billfold chains), animal collars, and any accessories with spikes are not permitted to be worn in school.
  - d. Light jackets or sweatshirts are allowed. Heavy coats and blankets must be stored in the lockers.
  - e. Backpacks, satchels, and drawstring bags are to be stored in lockers during the school with the exception of students going to and from PE.
  - f. Earrings and other jewelry
    - i. No jewelry with spikes
    - ii. No jewelry that could be considered a danger to self or others may be worn for safety reasons.

## **MJHS Attendance Policy (also found in the MJHS Handbook)**

### **Attendance**

The Board of School Trustees believes that attendance in school is important to the total learning experience for each student. There are times when attendance in school is not possible, and although valuable educational experiences may be lost, students may be absent under these special conditions. Even though the Board recognizes and accepts these special conditions, it is also aware that accumulated absences from school will hinder the educational process no matter what conditions caused the absences and excessive absenteeism may result in the reduction of a student's grade in a particular class or classes because of the difficulty in making up required work. Every effort will be made to work with parents/guardians and students. We strongly encourage parents/guardians to keep MJHS informed of the reasons for absences. A full-day absence is defined as the accumulation of seven (7) total missed periods, consecutive or nonconsecutive.

#### **1. Parent Excused Policy**

- a. Parents may excuse a student from school only (5) days per semester.
  - i. Notification will be sent on the fifth parent excuse
  - ii. Any absences after the 5th parent excused in one semester will require medical documentation or will otherwise be unexcused.
- b. Exemptions for this are as follows
  - i. Funerals
  - ii. serving as a page or honoree of the General Assembly (IC 20-33-2-14 );
  - iii. serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
  - iv. when subpoenaed to testify in court (IC 20-33-2-16);
  - v. serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2),
  - vi. the student is approved for an educationally related non-classroom activity (IC 20-33-2-17.5);
  - vii. the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

#### **2. Unexcused Absences - Administrative Procedure**

- a. 5 Unexcused Full-Day Absences
  - i. Letter mailed home
  - ii. Student Services Team / SRO Contact
  - iii. Probation Department Contacted
- b. 10 Unexcused Full-Day Absences
  - i. Letter mailed home
  - ii. Student Services Team / Administration / SRO Contact
  - iii. Probation Department contacted
  - iv. DCS Contact
- c. 15 Unexcused Full-Day Absences
  - i. Letter mailed home
  - ii. Probation Department contacted
  - iii. Extended School (i.e. Summer School)

### **Attendance Procedure**

A student is allowed (10) Parent/Guardian Excused (E-PE or E-PI) absences per year. An unexcused absence will be assigned instead after the 10th E-PE or E-PI.

In the case of medically excused absences, a parent/guardian must call the school to report the absence. This will be marked and counted as a Parent Excused illness (E-PI) absence. Once medical documentation has been received by the school, the absence will be changed to a Medically Excused (E-MD) in Skyward. The Parent Excused (E-MD) will not be counted as one of the (10) allowed each year.

Once a student accumulates five (5), ten (10), or fifteen (15) unexcused absences, the Probation Department will be notified. Submission of medical documentation will not eliminate the Probation Department's involvement.

### **Pre-Arranged Absences**

Parents are discouraged from taking students out of school during instructional time. In the event that a parent/guardian chooses to take the child out of school during a regularly scheduled school day, the following procedure should be followed:

1. The parent/guardian is to contact the school principal or attendance clerk to explain the reason for the request and to request that the day(s) of absence be excused. This may be done in writing, on the phone, or in person.
2. A Pre-Arranged Absence Form will be prepared for the student. The student should then pick up the Pre-Arranged Absence Form from Door #4 and have each of his/her teachers sign it. This gives the teacher notice of the absence and allows for work to be done ahead of time if necessary.
3. The Pre-Arranged Absence Form should be returned to Door #4 at least two (2) days before the absence.

The most frequent reasons for pre-arranged absences are for scheduled medical procedures, family vacations, and religious observances. These are subject to approval by the administration. If denied these will then count as your parents' excused days.