Welcome to James Madison Memorial High School!

We’re glad that you are a part of our thriving, strong, and caring school community. We believe in you. We have high expectations for your academic performance, and will support you in building healthy relationships to support your growth. We hope you take advantage of the many educational programs and extracurricular activities available. This guide has been designed to help you learn more about our school, and to assist you in your journey to become a more self-sufficient and independent learner. Over your years at Memorial, we will help ensure that you are ready for college, career and community.

Our vision as a school is that all students can be successful if they are well understood and well supported by the entire school community, and challenged through use of a rigorous and relevant curriculum, delivered with dynamic and flexible instruction. We are committed to working together to make this vision a reality for our students.

Find more information about the items discussed in this document in the district policy guide, found at www.mmsd.org/policy-guide.
Neighborhood Principals

Matt Hendrickson, Interim Principal  
663-6040

TBD  
Fox Principal  
663-6046

Meg Filkins  
Wisconsin Principal  
663-6042

Ben Radloff  
Wolf Principal  
663-6048

Lori Wesolek  
Rock Principal  
663-6044

Liz Contrucci  
Secretary  
663-5992

Jennifer Donatelli,  
Secretary  
663-5991

Rachel Brown,  
Secretary  
663-6101

Betty Loeffler  
Secretary  
663-6172

Betty Loeffler  
Secretary  
663-6172

Neighborhoods and Smaller Learning Communities

Thanks to a Smaller Learning Communities Grant from the U.S. Department of Education, Memorial has structured itself into four Neighborhoods. The structure offers students ways to form connections with other students and with staff, and ways to become involved in the school.

Within each neighborhood, students are supported by an Assistant Principal, Administrative Assistance, Counselor, Social Worker, Psychologist, Positive Behavior Support Coach and Nurse and ideally these connections will stay the same during a students’ four years at Memorial.

Students also participate in a series of grade-level specific developmental guidance activities and a variety of connected classroom lessons and activities which helps students develop what are called Academic and Career Plans (ACP). Development of an ACP is a cyclic process that guides students to explore who they are and what they want to do with their lives, to identify strengths and growth areas, and to chart progress towards both short and long term goals.

Memorial's Neighborhoods offer opportunities for student-to-student and student-to-staff relationships leading to students' becoming personally involved in and taking responsibility for their own education. The result of students’ feeling a part of the school’s academics and activities is increased chances for success both in and out of the classroom.
Instructional Organization
Each curricular area is organized by department and is supervised by a department chairperson. Each department chairperson is responsible to the assistant principal or principal assigned to that department. The chairperson and principals work together closely to develop curriculum and to improve instruction. Questions regarding the instructional program should be directed to the department chairperson and the appropriate assistant principal or principal.

Department Chairs for 2018-19
Applied Technology Miles Tokheim
Business Education Sacia Wheeler
English Chris Vander Ark
ESL Anne Knezevic
Family/Consumer Education Annie Costello
Fine Arts: Art Geof Herman
Fine Arts: Music Jamie Pitt
Library Kristin Delorme
Mathematics Joe King
Physical Education Jill Perez-Guerra
Science Cindy Kellor
Social Studies David Olson
Special Education Kim Streit
Student Services Amy Olson
World Languages Katy Nickols

Contact Phone Numbers
General Information 663-5990
School Store 663-6187
Health Office 663-6072
Registrar 663-6054
Student Services Office 663-6055
Behavior

The MMSD Behavior Education Plan (BOE Policy 4502) provides a comprehensive overview of our approach to supporting students and maintaining a productive learning environment.

Affection
Intimate physical displays of affection are considered inappropriate at school or at school sponsored activities.

Assault and/or Battery
Physical or verbal assault and/or acts of battery by student(s) against staff, other student(s) or other person(s) is prohibited. Students involved in acts of physical and verbal abuse will be subject to disciplinary action as outlined in the Behavior Education Plan. That action could include school detention, suspension, expulsion and charges brought by the police department.

Behavior: Classroom
Board of Education Policy 4502 and other policies delegate to administrators and teachers the responsibility for creating reasonable rules of conduct for all students. Such reasonable rules shall prohibit conduct which disrupts, hinders, or interferes with the education of other students, and conduct which endangers the health, safety, or welfare of students, faculty, and staff.

Classrooms are for learning. Students are required to follow the instructions of the teacher in the classroom. In no instance will a student be allowed to disrupt a classroom and deny another student the right to learn. Students referred to the principals for classroom disruption will be subject to disciplinary action.

Behavior: Hallway
Classes are going on continually during the school day. It is essential, therefore, that all students conduct themselves as follows:
1. Passing between classes should be in an orderly manner and within the five minute passing time.
2. Loitering in the halls is prohibited. Students in the halls during class time must have an authorized pass from a teacher in their assignment notebook or a yellow pass slip from their Neighborhood office or the Student Services Office.
3. When teachers ask students to move out of the halls, the students should do so immediately. Insubordinate acts result in disciplinary action.

Behavior: School Buses
Students must have a valid school ID to board the school bus. On buses students must at all times behave in ways that insure the health, safety, and welfare of all students being transported. Students who cause damage to a school bus are held responsible to pay for the damage.

Harassment
Harassment is repeated verbal, non-verbal or physical contact that is unwanted by the receiver. Staff and students have a responsibility to make Memorial harassment free. A detailed copy of the harassment program can be found in all offices and classrooms.
• Penalties for Harassment
• Meetings/Conferences
• Apologies
• Activity Restrictions
• Work Tasks
• Corrective Treatments
• Legal Ramifications

Reports can be made anonymously by calling the hotline at 663-6046. Reports can also be made to a teacher or principal. False reports will be classified as harassment and penalized significantly.

Smoking
The School Board prohibits all smoking in schools and on school grounds. This includes vaping and the use of e-cigarettes. Smoking, vaping, or possession of tobacco products in school or on school grounds may result in the student receiving a ticket. Because smoking is a great health risk, we are particularly concerned that students who smoke are jeopardizing their future. Smoking cessation classes are available at school.

Theft or Vandalism
Stealing or vandalizing school property or the property of other students is strictly forbidden at Memorial. Property damage and repair or replacement costs (i.e., broken basketball rims, backboards, windows, cases, etc.) are the financial responsibility of those who break them and will be charged to parents and students. In instances where the thief or vandal is known, the Madison Police department will be called to handle the matter. A Police Tip-Line is available for students to leave confidential and anonymous information about potential criminal matters. The number is 663-6183.
Communication

Parent-Teacher Communications
In cases of divorce or separation, both parents/guardians have the right to receive information about students’ school progress, unless the court has ruled otherwise. Please contact the student’s Neighborhood office to confirm that duplicate information is needed.

It is vital that parents/guardians and teachers be in frequent and regular communication with each other so that the student understands that everyone is working together. Parents/Guardians with questions about a student’s progress or educational program should not hesitate to call teachers, the counselor, or the Neighborhood Principal.

Anytime you come to school, be sure to secure a visitor’s pass at the Bruce Dahmen Welcome Center. This allows us to keep students and staff safe, since unauthorized persons or visitations are prohibited.

Visitors/Guests at Memorial
Visitors at Memorial must check in at the Bruce Dahmen Welcome Center on the Mineral Point side of the building.

Guests at Memorial must have an authorized guest pass prior to visitation. Guest passes are issued by the host student’s Neighborhood principal only by prior arrangement and prior parent request.

Students with a partial or limited schedule are required to leave the school grounds at the designated time. If the student remains loitering in school or on the school grounds, he/she may be charged with trespassing. Students under suspension from school are expected to remain at home and will be charged with trespassing if they are in school or on the school grounds in violation of their suspension. Students from other Madison high schools are not permitted on campus unless they are in a special program.

Memorial welcomes and encourages parents/guardians to visit. Should you wish to visit one of your student’s classes, please obtain permission from his/her Neighborhood Principal at least one school day prior to the day you wish to visit. If your visit is approved, the principal will notify the teacher(s) that you will be sitting in class the next school day.

If unauthorized persons enter or remain on school premises, the principal or his/her representative may request assistance from the police department to remove such unauthorized persons. Unauthorized persons in the building or on school grounds will be charged with trespassing under City Ordinance 2346.
Key Policies and Guidelines

Attendance
To make sure students succeed in school and to prevent students from missing learning, MMSD has developed a comprehensive approach to attendance improvement. The process can be initiated by the student, his/her parents/guardians, or the school. Students, and/or their parent(s)/guardian(s), are strongly encouraged to contact the student’s principal or a member of the school’s Student Services Team as soon as attendance becomes a problem, to discuss and work together to find solutions that address the reason for the absences. When a student has excessive absences, contact with the student and family may also be initiated by members of the school staff.

Students are required to attend all of their scheduled classes and study halls. Parents will be notified when unexcused absences occur. When students are referred to the Neighborhood principal for non-attendance of classes, or study halls, disciplinary action will be taken. Whether absences are excused or unexcused, attendance is an important component of academic achievement.

Pre-approved Planned Absence Procedures
It may at times be necessary for a student to be absent for reasons other than those listed in BOE Policy 4031:

- medical appointment
- student illness
- religious holiday
- inclement weather
- bereavement
- serious medical condition of an immediate family member

In such cases, the student must arrange for a “Pre-approved Planned Absence.” Pre-approved Planned Absences should occur only for special circumstances and only after the student has completed the procedure outlined below. Parents should make every effort to schedule vacations, medical appointments, dental/orthodontist appointments, campus visits, etc. outside of the school calendar or outside of the school day. To do otherwise has a negative effect on the student’s opportunity to learn. The absence shall be included in the student’s permanent record.

In cases where the student will be absent for one or more full days, prior to leaving he/she must bring a note from a parent/guardian to his/her Neighborhood office, obtain a “Parent Request for a Pre-approved Planned Absence” form, and return the completed form to the Neighborhood office.

If the absence is to be for a single day, the completed form must be returned to the Neighborhood office at least 24 hours before the scheduled absence.

If the absence is to be for longer than a day, the form must be returned to the office at least five days before the scheduled absence. The form requires the signature of each of the student’s teachers. The absence is included on the student’s permanent record. Memorial will not excuse a student’s absence in cases where the pre-approved planned absence procedure should have been followed and was not, or in cases where the pre-approved planned absence procedure was followed only partially.

Homework procedures for absences

- If a parent/guardian has not called in on the day a student is absent, when the student returns to school he/she must bring to the Neighborhood office a signed note from the parent/guardian clearing the student’s absence. If the student does not have the note on the day he/she returns to school, the parent/guardian should send a note as soon as possible. The family has three school days in which to
clear the absence once the student returns to school.

- Students receiving an unexcused absence may be given a zero for all work missed. Students are responsible to collect and use all materials presented during their unexcused absence. Truancy is considered an unexcused absence.
- Students who miss classes for reasons that are determined to be excused will be given the opportunity whenever possible to make up work missed.
- It is the student’s responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence.
- Teachers have been asked to grant one day make-up time for each day a student is absent with an excuse. This provision applies to all work assigned during the absence.
- If a daily assignment is due on the same day an absence occurs, the student will be expected to turn in the assignment upon returning to school. This policy refers to work known about before the absence.
- When daily assignments are due on the day of a planned absence and the student is present for at least one class that day, the student must give all assignments due that day to all teachers before leaving school.
- Students occasionally receive long-term major assignments. In most cases students do not have to be physically present in class in order to complete the assignments; therefore teachers may decide to hold students to deadlines in spite of excused absences. When the above conditions exist and a student is absent on the deadline date, the absence itself does not excuse the student from meeting the deadline. However, consideration for extensions will be given in the event of extenuating circumstances, i.e. serious illness, family crisis, etc. At the teacher’s discretion an extension may be granted. Teachers will inform students that should serious illness or family crises prevent them from meeting the deadline, it is the student’s (or parent’s) responsibility to notify the teacher in order to make arrangements to complete and turn in the assignment.

Outside Permits/Release from School for Appointments

Outside permits are granted for appointments with doctors, dentists, etc. Students must bring a written appointment notice or note from a parent/guardian stating the appointment time and the person to be seen. Outside permits should be obtained before school from the Neighborhood office.

The outside permit must be signed by the person with whom the student had the appointment and must show the time when the student left to return to school. The student returns the completed outside permit to the Neighborhood office so that an Admit-to-Class slip may be issued for the student’s re-entry to scheduled classes.

Prior to any prearranged absence, including planned absences, outside permits, field trips, or games/performances/contests/presentations for any school activity, students are expected to talk with their teachers and arrange to make up all work missed during the absence.

Habitual Truancy

The school will initiate prevention efforts if a student is at risk for becoming habitually truant. The purpose will be to identify the causes of school absences and the student will meet with a school staff member for assistance in identifying solutions.

Wisconsin Statute 118.16 defines a habitual truant as “a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.”

Students who are habitually truant and their parent/guardian will be invited to attend a Habitual Truancy Conference (HTC).

The purpose of the HTC is to identify the reasons for the absences, develop an appropriate Attendance Improvement Plan with specific steps to help with missed learning and connecting back into school, and identify supports within the school and community that can assist the student and family.

It is important to understand that failure to improve attendance is a violation of Wisconsin law and a student and his/her parent(s)/guardian(s) may be required to appear in court. The judge has a wide array of penalties...
that he/she may impose. The law permits the judge to impose sanctions, and require that the parent/guardian cause the child to attend school. The court may also require that a parent/guardian attend school with their student. The consequences for the student may be that his/her work permit be revoked, driving privileges be suspended, and/or he/she be placed under a curfew. Also the court could order that the student receive counseling and perform community-service work.

Further, students’ access to hall passes, extracurricular clubs, athletics, athletic contests, dances, and other events may be limited based on a student’s tardy and absence record.

**Bomb Threats and False Fire Alarms**
Bomb threats or false fire alarms by students are strictly prohibited. Disciplinary action will be taken in accordance with the Behavior Education Plan, as approved by the Board of Education.

**Cheating**
There are specific and timely responses to students suspected of cheating on a test or assignment, distributing a test or answer sheet, stealing a test or answer sheet, sharing specific questions or answers on an exam, plagiarizing a paper, or allowing other students to plagiarize their papers. The following procedure is followed:

1. The student is notified that he/she is under suspicion.
2. The student's parents are notified.
3. A referral is sent to the appropriate Neighborhood principal.
4. If it is determined that the student has cheated, a copy of the referral is inserted into his/her behavioral file.
5. If it is determined that the student has cheated, the teacher, in collaboration with administration, determines classroom consequences. These penalties may range from a zero on the assignment to an F for the quarter grade, and other consequences in accordance with the Behavior Education Plan.

**Dances**
Memorial’s calendar includes a variety of dances throughout the school year. All dances except Prom are held at Memorial and planned by various groups.

Since the purpose of dances is to provide social activity for Memorial students, they are closed to the general public. A Memorial ID card must be presented at the door. Once students have entered the dance they may not leave and return. Guests may only come to Midwinter and Prom with prior notice to and approval from the Activities Principal. Guests are not allowed at the Homecoming Dance.

All students attending the school sponsored dances must be in good school standing. This means:

- No current suspensions
- Not considered a truant student or have significant attendance issues
- No current referrals

Conduct and attire, except when dress is determined by the nature of the dance (i.e., formal, costume, etc.) must conform to school regulations and city fire codes. Dances end at 11:30 p.m. unless otherwise indicated. If students depend on a ride, they should be sure it is at the school immediately after the dance.

**Identification Cards**
A current school picture ID card is required to be carried at all times by all students. ID card presentation is required for checking out LMC materials, admission to athletic and social activities, and lunch purchases. ID replacements are available in the Rock Neighborhood Office. Students must come to the office when classes are not in session for replacement IDs.
Students must present their ID cards to teachers upon request. By request of the Board of Education, all MMSD staff are to wear a staff ID card while in school as well as for security purposes.

Emergency Situations

Disaster (e.g. Tornado, etc.) or Disaster Drills
Instructions will be given over the public address system. If there is no advance warning, all personnel should proceed to the nearest first floor hallway in A or B Wing and sit down (head between the knees when flying debris is present). Students in halls should remain as close to the walls as possible, with an aisle kept open if possible. A quiet atmosphere enables instructions to be heard. Specific instructions will be posted in all classrooms and covered by all teachers for those occasions when advance notice is provided. No student is to remain outdoors, on the second floor, in the gym, auditorium, cafeteria, commons, or music rooms.

Fire drills
Fire drills will be held each month throughout the year. Their purpose is to provide students and staff practice in the most efficient procedure for vacating the building in case of a real fire. Whenever a fire bell rings, it could mean there is an actual fire. For personal safety and the safety of others, students and staff will:
1. Cease work immediately.
2. Pass quietly in an orderly manner out of the classroom by rows. The last person out will close the classroom door.
3. Proceed in a single file along the right hand side of the hallways to nearest exit from the building (100 feet from building). Directions for fire drills are posted in every room near the door, indicating the use of certain stairways and corridors for each room.
4. Remain outside of the building until instructed to return. Then proceed quietly into the building.

Lock Down
Memorial will conduct a crisis drill each semester in order to prepare staff and students for an emergency.

Safety Plans
Every classroom has an Emergency Procedures pamphlet which provides directions for responding to a variety of emergencies that may be encountered.

Weather Emergencies
When weather conditions appear dangerous, district staff members review the situation beginning early in the morning. They talk with the City Streets Department, Police department, bus companies and the National Weather Service to see if buses will be able to travel safely to and from school. Building Services staff advise whether all buildings are adequately heated and accessible for students. The decision to close schools is made by 6:30 a.m., and radio and television stations are given that information. If you have a question about whether schools will be closed, please listen to local media instead of calling the school office.

If a tornado or other storm threatens our area during the school day, students will be kept at school in the safest area of the building until the "all clear" message is sounded by Dane County emergency government officials.

Fees
To encourage all students to participate in all school activities regardless of their financial situation, it is the policy of the Board of Education to waive the payment of part or all of student fees if the student or the student’s parent/guardian demonstrates an inability to pay such fees, and to notify students and parent/guardian of this fee-waiver policy. Student fees which may be waived include fees for school-day field trips and fees listed on the yearly student-fee schedule, except for library and textbook fines, yearbook fees, athletic pass, and parking permits.
The fee waiver form can be obtained at Registration and may be completed by the parent/guardian each school year in which a waiver or fee reduction is requested. If a fee waiver or reduction is granted, it remains in effect for the entire school year unless the student or the student’s parent/guardian later demonstrates the ability to pay such fees.

**Fighting**

Memorial High School has a progressive/incremental fighting policy that is included in the District’s Behavior Education Plan. The policy is explained in detail to students and parents upon the first incidence of fighting or violence.

**Financial Responsibility**

Broken basketball rims and backboards in the Spectator Gym and the Memorial Fieldhouse are the financial responsibility of those who break them. In addition, windows and glass in doors are the responsibility of those who break them.

**Food Service**

The Eatery serves breakfast from 7:50-8:10 a.m. and lunch between 12:00 - 12:50 pm. Students and staff have a choice of the Eatery Meal Deal, which meets the USDA requirements, or an extensive a la carte menu. The menu is posted weekly around the school, published weekly in The Wisconsin State Journal, and broadcast on cable channel 10.

At the Eatery students may use cash; or they may use their Memorial ID card to access money previously deposited in their lunch accounts. Students who lose their ID cards must obtain a replacement ID card. Class schedules may not be used in place of a picture ID. Deposits into student accounts may be made at Registration or on any school day. Checks covering weekly or monthly payments are preferred. Students are not allowed to use their accounts until the money has been deposited. The Eatery uses the MEALPAY system, an online and telephone-based system which allows families to make school meal prepayments. Information is available at Registration. The cost of the Eatery Meal Deal varies from $3.00+, and reduced is $.40. A la carte prices vary. Milk is $.50. Free and reduced breakfasts are also available. Adult prices vary.

Families of students eligible for free/reduced lunches must complete an application during Registration or may obtain an application from Student Services.

**Illness and Medication**

It is not always easy to decide if a student is sick enough to stay home or well enough to be in school. Students who come to school are expected, with few exceptions, to participate fully in school activities. Here are some guidelines that might help a parent/guardian make a decision:

- A fever of 100 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. The student should stay home until he/she is feeling better.
- Vomiting, diarrhea or severe nausea are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.
- Infectious diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor’s examination and prescription for medication. Contacting the doctor and using the medicine as directed for the full recommended length of time are necessary. Once medication has been started and the student feels well, he/she may return to school.
- Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).
- Students with mumps may return to school according to the established medical protocol for that disease. Consult your health-care professional and the Memorial Health Office.
- Rashes or patches of broken, itchy skin need to be examined by a doctor if they appear to be spreading
or not improving.

- If a student has an injury that causes continuous discomfort, he/she should not attend school until the condition is checked by a doctor, or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a doctor’s excuse is required and must be presented to the school nurse.

If a student needs medication administered at school during the school day, the following must be filed with the school nurse:

- The written order from the practitioner including the name and dosage of the drug and time to be given.
- The Parent/Guardian Medication/Procedure Consent Form
- The container with the medication in it and labeled with the:
  1. Student’s full name,
  2. Name and dosage of the drug,
  3. Time to be given, and
  4. Practitioner’s name

Students will take the medication at the designated time supervised by authorized school personnel.

Only limited quantities of any medication should be kept at school.

All medication administered at school will be stored in a locked cubicle, drawer, or other safe place.

Parents/legal guardians must notify the school when the drug is discontinued and/or the dosage or time is changed. If the medication is changed, a new order must be received from the practitioner.

No aspirin or other over-the-counter medication will be administered to students unless the above process has been completed.

New written permission from the practitioner and parent/legal guardian must be received each year for pupils who take medication on a long-term basis.

It is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

**Infants and Small Children**
While Memorial recognizes the difficulty of obtaining child care, students are not to bring infants or young children to school at any time. A student should contact a social worker, the nurse, their counselor, or their principal if child care is unavailable to them or their family.

**Opt Out of Release of Information to the Military or to Institutions of Higher Education**
A federal law mandates the release of students’ name, address, and telephone number to military recruiters or institutions of higher learning. According to the new law, you may request that your son’s/daughter’s name, address, and telephone number not be released. A form to request that this information be withheld is available on the district’s website at [www.mmsd.org](http://www.mmsd.org). Once you have completed the form, you do not need to do so again unless you wish to change your previous decision.

**School Store**
The School Store is operated by students participating in the Marketing Education Program as part of their course assignments. The store provides students with opportunities to gain experiences in marketing/business. The following items and services are available through the School Store:

- School Supplies - pencils, pens, notebooks, folders, Phy Ed/athletic locks, safety glasses, calculators
• School Apparel
• Graduation announcements, caps, and gowns, and class rings

Generally, the store is open during lunch, but hours may vary according to student work schedules. The store will also be open for the Athletic Code Meeting, Go-To-School Night, holiday shopping, and other occasions. These are special evening shopping hours. Refer to the Parent Newsletter for details.

**Transportation**

**Bikes**
A student may ride a bicycle to school at any time, provided that the bicycle is properly registered. For security, we suggest that the bicycle be locked using a solid steel link chain through both wheels and a 5-pin tumbler key lock, not a combination lock.

**Skateboards and In-line Skates**
Students are not allowed to bring skateboards, in-line skates, scooters, or rollerblades to school.

**Bus Transportation**
The Board of Education views transportation to and from school as part of the school day. Bus transportation is a privilege to the student, not a right. Students who do not conform to the rules relating to safe transportation will not be allowed to ride the bus.

The following actions have been identified by the Board of Education as justification for denying a student the privilege of riding a school bus:

1. Yelling, cursing, obscene language;
2. Throwing objects within the vehicle or out of the windows;
3. Extending head, arms or hands out of the windows;
4. Fighting, scuffling, smoking in the vehicle;
5. Moving about in the vehicle while it is in motion;
6. Damaging property;
7. Any other conduct which might jeopardize the health, safety, welfare or rights of other people.

Drivers are responsible for the maintenance of order among students being transported and are instructed to use every reasonable means necessary to maintain order on the bus. It is the duty of the driver to immediately report severe misconduct to the principal and to the bus company office. Guidelines for disciplinary action to be taken if a student violates the rules for safe bus riding are as follows:

1. First Incident—Discuss appropriate behavior with student(s) and forward a copy of incident report to parent(s)/guardian(s);
2. Second Incident—Confer with parent(s)/guardian(s) and student(s). Students may be refused transportation for one to three days.
3. Third Incident—Student(s) may be suspended from transportation for a period of four to seven days. Parent(s)/guardian(s) must be notified in writing of their right to a hearing and/or appeal.

The severity of the offense may dictate how quickly the progression outlined above accelerates. Parents/Guardians may appeal this decision to the Assistant Superintendent for Secondary Instruction. However, students whose bus riding privileges have been suspended are required to attend school; and parents must assume responsibility for alternate means of transportation. Continued refusal to abide by established rules may result in suspension of bus riding privileges for the remainder of the school year.

If an adult supervisor from Madison Metro or from the MMSD is on the bus, a student may be subject to discipline in accordance with the Student Conduct and Discipline Plan.

Buses may or may not be equipped with video monitoring equipment. The video camera is an aid used to
monitor bus discipline. It does not replace the discipline policy, the driver’s authority, or the responsibility of the school officials. If you have any questions, including questions regarding the use of video equipment on board buses, please call the District’s Transportation Office at 663-5288 or 663-5287.

Bus schedules change yearly and the final schedule is not available at the time of handbook printing. Schedules are published in the local newspapers prior to the beginning of school in September. Schedules are also posted around Memorial and are available from the Neighborhood offices.

Field Trips
Teachers frequently plan field trips to provide students with educational experiences which are extensions of the classroom. These trips are essential to the educational program, and all students are expected to participate. Parents/Guardians will receive written notification in advance about field trips and should take care to sign all forms and send money to school if requested. Scholarship money is available if payment of field trip fees creates a hardship for a family. In such cases parents/guardians should contact the teacher or the student’s Neighborhood office. When riding a school bus as part of a field trip, students are expected to obey all rules governing school bus transportation.

Motor Vehicles
All students who drive to school will be expected to adhere to the following minimum regulations and procedures:

1. Students may bring vehicles onto school premises between 7:15 a.m. and 4:00 p.m. and after hours when attending school events.
2. Parking is available for seniors/juniors only. A hanging parking permit must be purchased for $40.00 and must be displayed on the rearview mirror. This permit allows you to park but does not guarantee a space, and only one permit will be issued per car. Do not lose, give away, or sell your permit. Student vehicles may be parked only in the area designated by white parking stalls. The area adjacent to Gammon Road is reserved for staff and guest parking. Students and staff may not park in the Jefferson Middle School parking lot. This includes all areas on the north side of Memorial. Tickets will be issued for cars illegally parked. Do not park in fire lanes or attempt to use the lawn for parking.
3. Motorcycles may be parked at the designated parking in the Mineral Point Road parking lot.
4. Safe driving practices must be observed. Speeds in excess of ten (10) miles per hour on school premises are prohibited.
5. The parking lot is off-limits during school hours, except for students leaving school or coming to school in their vehicles.
6. Drivers who do not adhere to the above regulations may be subject to administrative action including revocation of on-campus driving privileges, ticketing, or suspension from school.

Withdrawing a Student from Memorial
When a student withdraws from school, he/she must bring notification in writing from the parent/guardian to the Neighborhood principal. The student then receives a Checkout Sheet which he/she takes to his/her counselor and teachers. After securing their signatures, he/she checks with the LMC and the Neighborhood office to clear any outstanding obligations. Upon completion of this procedure, the school registrar closes the student’s record. Records are forwarded to the student’s new school upon that school’s request.

Work Permits
Work permits may be obtained in Neighborhood offices between 9:00 a.m. and 3:30 p.m. daily. At the time of application, students must be in good standing with the school. Students must bring the following to obtain a permit:

1) Birth certificate, baptismal certificate or valid driver’s license
2) Parent/Guardian letter approving the student’s accepting the job
3) Employer letter showing hours of employment plus employer’s address and phone number.
4) Social Security Card
5) $10.00 in cash for fee payment. The employer reimburses the student.
Students and Student Achievement

Lockers

**Locker Assignments**
Hall and gym lockers are assigned to students at the beginning of each school year. The assignment of hall lockers is a responsibility of the principal or the principal’s designee. Students should not occupy a locker other than the one to which they are assigned. Locks left on gym lockers in the physical education area will be cut off.

**Locker Inspections**
The principal and/or his/her designee retain the right to inspect any locker(s) as may be necessary or appropriate. This right shall be exercised if and when, in the judgment of the principal, there may be reasonable suspicion to believe that a locker may be used to conceal anything illegal or evidence of a violation of school rules or Board policy. Whenever practical, the student will be notified before or will be present when his/her locker is inspected. The student is required to open any personal belongings in a locker at the request of the principal.

**Locker Security**
Students are responsible for the security of school materials and personal property stored in their hallway and physical education lockers. They should allow only authorized persons to use their locker. Students must report locker damage, tampering by other students with their lock or locker, and thefts to their Neighborhood Office immediately.

Hall lockers have school locks on them and students should leave the locks on lockers at the end of the school year. A replacement fee of $10.00 is charged for each lost lock. Students provide their own locks for phy ed lockers.

Loitering
Student loitering in or around entryways, bathrooms, locker rooms, classroom areas, the Mineral Point and Gammon Road sides of the building and the parking lot is prohibited. Students must be in an after-school activity supervised by a Memorial staff member or be off campus by 3:45 pm each school day.

Lost and Found
A “lost and found” area is maintained in the Main Office. Students should contact Ms. Loeffler to look for lost items.

Academic Recognition
THE SENIOR HONORS CONVOCATION, arranged by Student Services, involves only seniors receiving scholarships or other awards relating to their plans for further education after graduation from Memorial.

Graduating with Honors or High Honors
Graduating seniors can attain this status if their seventh semester cumulative grade point average is 3.5 or higher for “graduation with honors,” or 3.8 or higher for “graduation with high honors.” Transfer students are eligible only if letter grades (A-B-C-D-F scale) were posted in each course, grade nine through semester one of grade twelve. High honors seniors at the commencement ceremony wear a golden shoulder braid, and honors
seniors wear a white shoulder braid.

**Local & State Scholarships Awarded to Seniors**
Memorial High School is fortunate that a variety of state and local organizations and individuals give annual scholarship monies to Memorial High School graduating seniors. Each donor sets the criteria that must be met for the money to be awarded. The criteria vary widely, but most often relate to grade point average, service to school or community, leadership, character, participation in extra-curriculars, or some combination thereof.

Seniors may apply for local scholarships by completing one simple application online. All seniors will be alerted to this opportunity during the first semester of the year. For more complete information about scholarships and financial aid visit the Student Services Department website at [http://jmm.madison.k12.wi.us/node/1444](http://jmm.madison.k12.wi.us/node/1444), or speak with your counselor.

**National Honor Society – Selection Process**
The selection process for the JMM Chapter of National Honor Society at James Madison Memorial High School is based on four criteria—scholarship, service, leadership, and character.

Eligibility:
- At least junior standing
- Cumulative GPA of 3.5 or above
- Nine semesters of activities from at least 2 of 5 different categories (academic clubs, political clubs, art clubs, sports, etc.) This means the student must have an average of at least 2 activities per semester for each of the 5 semesters in school.
- 30 hours of community service completed by March 1 of the induction year

Final Selection: Once an application has been completed and returned, the student will be inducted at the annual ceremony unless he/she is notified by the faculty advisor of any problems with the application.

**Academic Support Programs**
Students in need of academic support will meet with counselors to discuss program options that best meet their needs. Courses are available for students who meet federal and state criteria for services from Memorial's Special Education and English As a Second Language Departments.

**Advanced Learning Education**
There is no such thing as a “typical” gifted child. Learning experiences, therefore, must include a broad range of opportunities that provide students with the “Next Level of Challenge” (NLC) and allow them to develop their talents. TAG programming that provides the NLC should occur in the classroom through curricular differentiation. TAG options may also be available in other settings. TAG programming is determined by ongoing evaluation and assessment of individual student needs. Support includes professional development to implement differentiated practices in the classroom and facilitation of the Individualized Student Educational Plan (InSTEP) process. Students can access TAG programming through referrals made by themselves, parents, teachers, or anyone familiar with their unique and/or exceptional needs. For more information contact Lorie Wesolek, Rock Neighborhood Principal.

**Advanced Placement (AP) Courses**
Memorial offers a range of AP courses. Students who receive scores of 3, 4, or 5 on the national AP examinations given in May, may receive college credit at some U.S. colleges and universities. The following courses are available at Memorial:

- AP Calculus AB
- AP Calculus BC
- AP Statistics
- AP World History
- AP English Language & Composition (Eng. 11)
- AP English Literature & Composition (Eng. 12)
- AP Computer Science
- AP Psychology
Course Offerings
Memorial provides a variety of courses for academically able students, such as advanced courses in languages, math, and science. For those students talented in the visual arts, we offer advanced study in art and photography. Advanced courses in dance, music, and drama provide for those excelling in the performing arts. Project Lead the Way courses in the Applied Technology Department provide experiences for students interested in careers in engineering.

Memorial also has classes and programs for students who wish to prepare for direct entry into a job, into job training or technical school, or into the military. Career and Technical Education programs offer experiences in auto mechanics, business education, marketing, power mechanics, family and consumer science, and engineering. Internship programs are available in many of the career and technical education disciplines.

Teachers willingly make reasonable adjustments in required courses to meet a wide range of abilities. Extracurricular activities, such as athletics, the school newspaper, debate, and the many clubs provide students with additional enrichment opportunities.

Course Selection/Changes and Drops

Schedule Changes
Schedule changes are limited to scheduling errors, meeting graduation requirements, teacher-recommended changes, class leveling, dropping a course but not adding another, and prior failure with the same teacher.

Dropping a Course Without an F
With parent/guardian permission, a student may drop/withdraw from any elective class through the seventh week of first or second semester, as long as the drop does not put the student below the required number of credits and courses for the semester and school year. No grade is given for a class dropped during that time. After the seventh week, a semester grade of “F” is given for any class dropped.

Selecting Courses for the Next School Year
It is very important that parents/guardians and students carefully read the Memorial CURRICULUM GUIDE online at http://jmm.madison.k12.wi.us, talk to teachers and counselors, and discuss course choices with each other. Once course selections have been made, it is not possible for students to change their minds about those selections. Schedule changes will be made in the fall only for the reasons listed above. Students receive information and the course-request card during a presentation by counselors approximately 10 days before the cards must be returned. Staff in the English as a Second Language and Special Education programs will meet with their students about course selections.

Credit for Memorial Students Studying Abroad
It is Memorial’s policy to grant up to 5 ½ credits to Memorial students who spend one year in school while abroad on a foreign exchange program. It is the responsibility of the returning student to provide Memorial with an official transcript in English of grades and attendance from the foreign school. The equivalent of a semester at Memorial, 2 ¾ maximum credits, will be granted for one semester of school abroad. The grades received for the exchange student will be posted on the student’s transcript as pass or fail instead of letter grades, because
the grading systems of the foreign schools do not always translate to the Memorial grading system. When the student applies to college, a Memorial transcript is sent. The student may also forward a copy of his/her foreign transcript.

**Clearing Incompletes**
Students who receive a grade of “I” (Incomplete) have until the end of the ninth week in the following semester to clear the Incomplete with the teacher. If the Incomplete is not cleared by that time, the teacher changes the Incomplete to an “F.”

**Credit for Courses Taken Outside the School District**
In some cases high school credit may be granted for pre-approved courses taken outside the Madison Metropolitan School District. In all cases the student must receive prior approval from both the Neighborhood principal and the department chair of the Memorial department to which the non-MMSD course is related. Students who do not receive pre-approval may request to have courses shown on their transcript, but no credit will be granted.

**English Language Learners**

**Bilingual Education**
The goal of bilingual education is to develop English proficiency while at the same time ensuring that students have access to grade level curriculum and can develop the appropriate skills and knowledge needed to achieve academic success. Students’ primary language skills and cultures are valued and fostered in efforts to maintain and promote achievement for English language learners.

Bilingual services are provided in a variety of settings. There are bilingual classrooms and classes as well as Bilingual Resource Teachers (BRT) and Bilingual Resource Specialists- (BRS) who work collaboratively with regular-education staff in meeting the needs of students. Currently all bilingual classrooms and classes in MMSD are taught in Spanish. Students in these classrooms participate in instruction in both English and Spanish appropriate to their age, grade, and English proficiency level. Bilingual support services for other students are also offered in Albanian, Chinese, Hmong, Khmer, Korean, Lao, and Tibetan.

**ESL Programs**
English as a Second Language services are provided to foster both English language development and academic progress for those children not proficient in English. These services are provided through close cooperation between ESL staff and regular education staff and are based on grade-level standards and curriculum and English Language Proficiency Standards. The development of content-based academic knowledge and linguistic skills is fostered through a variety of methods, including the use of a student’s primary language based on the individual student needs and grade level.

**Grades and Grading**
Memorial teachers use the following grading designators:

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average
- F = Failure
- FAIL = Failure of a course taken as PASS/FAIL
- I = Incomplete
- P = Pass
- WD = Withdrew from the class

Pass/Fail grading is arranged between a student and the teacher of the course. Subject-area departments at Memorial may have specific requirements regarding the Pass/Fail grading option. Unless the Memorial CURRICULUM GUIDE states that the Pass/ Fail option is available for a course, teachers are not required to offer the Pass/Fail grading option for their courses. In general, these guidelines govern the Pass/Fail option:

1. The course must be beyond the minimum course/credit requirement.
2. The course must be an elective course, not a required course.
3. The teacher and the parent/guardian must both give approval for the course to be graded as Pass/Fail.
4. The decision to take a course as Pass/Fail must be made by the student and approved by the teacher and parent/guardian during the first three weeks of the semester. The decision is not subject to change later in the semester.
5. The student must maintain at least a “D” average to earn a “Pass” and credit for the course.
6. The student must maintain proper attendance.
7. The student may take one course per semester as Pass/Fail.
8. Courses taken as Pass/Fail earn no grade points and therefore are not computed in the GPA.

Graduation Requirements
In order to graduate from Memorial High School, you must earn 22 credits and meet the following course and credit requirements:

<table>
<thead>
<tr>
<th>In 2018-19, I will be in...</th>
<th>English</th>
<th>Math</th>
<th>Science</th>
<th>Social Studies</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th grade (Graduating June 2019)</td>
<td>4 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits Including successful completion of US History and a semester of Modern US History</td>
<td>1.5 credits PE&lt;br&gt;.5 credit Health&lt;br&gt;Civics Exam*</td>
</tr>
<tr>
<td>11th grade (Graduating June 2020)</td>
<td>4 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits Including coursework in biological and physical sciences</td>
<td>1.5 credits PE&lt;br&gt;.5 credit Health&lt;br&gt;Civics Exam*</td>
</tr>
<tr>
<td>10th grade (Graduating June 2021)</td>
<td>4 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits Including coursework in biological and physical sciences</td>
<td>1.5 credits PE&lt;br&gt;.5 credit Health&lt;br&gt;Civics Exam*&lt;br&gt;1 credit of Humanities (e.g., Art, Theater, Music, World Language, etc.)&lt;br&gt;.5 credit Financial Literacy</td>
</tr>
<tr>
<td>9th grade (Graduating June 2022)</td>
<td>4 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits Including coursework in biological and physical sciences</td>
<td>1.5 credits PE&lt;br&gt;.5 credit Health&lt;br&gt;Civics Exam*&lt;br&gt;1 credit of Humanities (e.g., Art, Theater, Music, World Language, etc.)&lt;br&gt;.5 credit Financial Literacy</td>
</tr>
<tr>
<td>8th grade (Graduating June 2023)</td>
<td>4 credits</td>
<td>3 credits</td>
<td>3 credits</td>
<td>3 credits Including coursework in biological and physical sciences</td>
<td>1.5 credits PE&lt;br&gt;.5 credit Health&lt;br&gt;Civics Exam*&lt;br&gt;1 credit of Humanities (e.g., Art, Theater, Music, World Language, etc.)&lt;br&gt;.5 credit Financial Literacy</td>
</tr>
</tbody>
</table>
Notes:
Summer School English, Social Studies, Science, and Mathematics courses count as .50 credit for each two-hour class. You may not work ahead in these areas.

By Department of Public Instruction mandate, you must be enrolled in a class or school-approved activity each of the seven periods of every school day.

Summer School credits taken after completion of the eighth grade count toward graduation from high school. State law prohibits students from using Summer School to work ahead in English, math, science, and social studies. Only students who have previously taken courses in these areas may take the Summer School courses for academic credit.

Courses taken in 7th and 8th grade do not count for credit for high-school graduation (example: Algebra 1, French); however, they may be used to allow the student to move ahead in the high-school sequence in that particular academic area (example: Geometry Honors, French 2).

Students transferring into Memorial must meet Memorial’s course/credit requirements from the point of their entry into Memorial. Grade placement and course/credit status for incoming transfer students will be determined by the counselor. A mathematical calculation equates the credit from previous schools to Memorial credit requirements. A copy of the calculation of credits still to be earned at Memorial High School is sent to the student and parents and placed in the student’s cum file.

In order to graduate early (in fewer than 8 semesters) a student must meet all graduation requirements. Students interested in early graduation should see their counselor or appropriate Neighborhood principal for details. Early graduation is difficult because most colleges require English 9, 10, 11 and 12 for entrance. Parents, student, principal and counselor will meet to discuss benefits and disadvantages of early graduation.

A minimum course load is 5.50 credits per year, or 2.75 credits per semester for grades 9-11. Seniors are required by Board of Education Policy to take a minimum of five (5) credits, or 2.50 per semester. Students in all grades must spread their credits as evenly as possible across both semesters of each school year.

Foreign students are not automatically placed in grade 12. In order to graduate from a Madison high school, foreign students must have completed at least 12 academic years of education and have met all graduation course and credit requirements. Kindergarten is not required, since some countries do not offer education before their equivalent of our first grade. One of our counselors verifies credits earned in the foreign school and calculates both Memorial-equivalent credits earned and courses and credits necessary for graduation.

Human Growth and Development (Health Course)
The MMSD has been committed to Human Growth and Development (HG&D) instruction for several decades. The District’s Human Growth and Development Advisory Committee, composed of parents/legal guardians, teachers, school administrators, pupils, health care professionals, members of the clergy and other residents of the District, reviews the District’s HG&D program. The HG&D curriculum is based on relevant portions of the Wisconsin Model Academic Standards for health education and provides current and accurate HG&D information to meet the present needs of students. A special note is made of the emphasis placed on the role of parents and family in establishing individual and family values and their impact on decision making.

10th graders will receive instruction in Human Growth and Development (Human Sexuality) which is developmentally appropriate for high-school students. The objectives of the instruction are for students to:

- Analyze the responsibilities and possible consequences involved in sexual relationships including sexually transmitted diseases and teenage pregnancy
- Know how the various contraceptive methods work and factors affecting contraceptive choices
- Know the process of fertilization, menstrual cycle, fetal development and birth
- Examine values and other factors in choosing acquaintances, friends and potential mates Be aware of the reproductive changes that occur over the life span
• Accept that both sexes become disadvantaged when sex role stereotyping is part of behavior
• Analyze decision making and communication skills as they apply to social/sexual situations
• Demonstrate how to access community and school based resources that can provide help regarding sexuality issues

Parents/Guardians who desire additional information on the HG&D program and would like to view the curriculum and other instructional materials prior to instruction may do so by contacting the building principal. Parents/Guardians may exempt the student from all or part of this unit of instruction by filing a written request for exemption with the principal or classroom teacher. Appropriate alternative learning experiences will be provided.

Graduation Policy Regarding Transfer Students
Transfer students enter Memorial from schools using a variety of different credit systems. Some require more and some fewer credits for graduation than Memorial. The following system is used when evaluating transfer credits:

1. Determine the credits earned and required for graduation from the former school.
2. Calculate the percentage of graduation credits the student completed at the former school.
3. Calculate the number of Memorial credits represented by that percentage.
4. Using a combination formula, calculate the number of total credits required for graduation from Memorial.
5. Determine specific Memorial courses needed for graduation.

Physical Education

Physical Education (PE) Medical Excuse
A PE medical excuse does not excuse the student from attending class or exempt them from the 1.5 credits of PE needed for graduation. The excuse is for participation only. The exception to this is when students are given permanent medical excuses. If a student has a permanent medical excuse and desires credit for the course, it is the student's responsibility to make arrangements for alternate assignments. A one-day PE excuse may be issued by the nurse with parent permission.

If a student has a unique situation where a graduation plan needs to be made to accommodate needs, they should see their counselor.

Procedures for a Course Which a Student Retakes
To increase proficiency/mastery, you may retake a course if you earn a grade of F, D, C or B. There are two (2) categories of course retakes:

1. The identical course (may be with a different instructor) taken during the school year at the next scheduled offering of the course or taken online via Madison Virtual Campus, unless an exception is granted by the principal.
2. A Summer School “equivalent” taken during the summer immediately following the school year in which the course was first taken. Please see your counselor to determine which courses are equivalent.

The transcript reflects all the courses you take and grades you earn. Original and retake grades appear on the transcript. The higher of the two grades counts in the G.P.A. The lower grade is not included in the G.P.A., nor is additional credit granted. It is your responsibility to check with your counselor to be sure the grades and credits for courses you retake are recorded accurately on your transcript.

If you receive a semester grade of “Incomplete” for a class, you have 9 weeks of the following semester to make up the work and have your teacher change the “Incomplete” to the appropriate letter grade. If you do
not make up the work and have your teacher change your “Incomplete” by the end of the next semester, the teacher will then change the “Incomplete” to a letter grade of F. For athletic purposes, a grade of “Incomplete” counts the same as a grade of F; and you, as a student athlete, will be under Athletic Code restrictions until you make up the work for the “Incomplete” and your teacher has changed the “Incomplete” to a passing letter grade.

Special Education
The Madison Metropolitan School District’s Division of Special Education works closely with Memorial in the identification and programming of students with disabilities who require special education and related services. These services are provided in accordance with the Individuals with Disabilities Education Act (IDEA), a federal law that guarantees that all students with a disability receive a free, appropriate, public education. The special-education needs of students are met through a coordinated effort between regular-education and special-education staff.

Both special education and related services are documented in the student’s individualized educational program (IEP) plan and are based on the student’s individual needs as determined by the IEP Team. The parent and regular-education teachers are full participants on the IEP Team in all decision-making.

Test-Return Policy
The Memorial faculty encourage parents/guardians and students to review student performance on specific tests at the school with the assistance of the teaching staff. However, if a parent/guardian requests to review a teacher’s test with his/her daughter/son outside the school building, the following conditions and procedures apply:

1. The parent/guardian indicates in writing the specific test needed, as well as when and where the test will be reviewed.
2. The parent/guardian personally obtains the test from and returns the test to the teacher. The specifics for receiving and returning the test are determined by the parent/guardian and the teacher.
3. Only unit tests may leave the school building. A test taken from the building must be returned no later than five days after receipt from the teacher. Failure by the parent/guardian to return the test results in a student obligation that must be satisfied according to established school rules.
4. The parent/guardian who requests to take a unit test from the school building guarantees in writing that only the parent(s)/guardian(s), tutor(s), and the student will review the test, and that no one will make copies of the unit test.
5. Final examinations may be reviewed by the parent/guardian and student only in the school building and only under the teacher’s supervision.
6. No test is available for review until all students in the course that semester have taken the test or make-up test associated with it.
7. Students are always encouraged to review their test performance with their teachers in order to do better on future tests.

Transcripts
The Madison Metropolitan School District sends transcripts electronically through Parchment.com. MMSD graduates, parents and guardians of students, and current students who are over the age of 18 can use this electronic service to order transcripts online at any time and track the status of the transcripts that have been sent.

The first step to ordering a transcript is to create an account at www.Parchment.com. As you move through the registration process, please note that MMSD does not issue “registration codes” to students. Simply leave this item blank and continue with the account process. Once registered, the website will provide additional instructions for ordering your transcripts: Transcripts can be sent to academic destinations, (colleges, universities, etc.), the NCAA, the Common Application, or any other destination of your choosing.
Current students and their parents may download and print a copy of a transcript from Infinite Campus for your own personal use. Personal transcripts are not considered official and will not be accepted for admission purposes to colleges and universities, the Common Application or the NCAA. Most athletic offices, employers and some scholarship applications will accept a printed copy of the personal transcript.

Transcripts needed for scholarship purposes are free. In order to request an official transcript for scholarship purposes, please contact Student Services or your counselor.

Library
The JMM library is an academic space that provides a wide variety of physical and digital resources to support and enrich the student learning. The Library Media Technology Specialists collaborate with teachers to assist students in learning and developing their skills in the research process. Library staff are constantly updating our materials and purchasing the newest fiction books to support students’ independent reading. The library’s automated catalog system, digital resources, and online e-book and audiobook selections can be accessed from the library’s webpage: http://madison.campusguides.com/memorial

Students are able to checkout Kindles and iPods (iPods with teacher approval) through the library to read e-books and listen to audiobooks. Computer and Chromebook access are available to students when they come to the library with classes or during Study Hall.

The JMM Library hours are: 7:45-4:00 daily. From 7:45 to the first bell, students are welcome in the library without a pass. The library will close for the first 20 minutes of lunch, as food and drink are not welcome in the library, and will be open for the final 30 minutes of lunch for students who wish to have a quiet place to come and work.

Student procedures for coming to the library during class hours:
• Students get a yellow library pass from their classroom teacher. They drop their pass off at the main desk and sign in. The passes get returned to the issuing teacher at the end of the day, or returned to the student if they are going back to class.
• Students with work release or early release privileges who wish to come to the library on occasion during this time need to talk to a Librarian to get approval to be in the library during the hours they are expected to be off campus.
• Students coming from Study Hall who wish to stay the entire class period in the library need to get a yellow pass from a classroom teacher as well as check into Study Hall and get a white Study Hall pass. Both of these passes are required. If a student needs to come to the library to check out a book or print something during Study Hall, a white Study Hall pass, good for 5-10 minutes, is all that is needed.

Student Services
Counselors
Students are assigned to counselors alphabetically by neighborhood. Students will remain in their Neighborhood for four years.

School counselors provide individual academic planning and counseling, assist students with transitioning to the next grade, provide alternative program information, help with course selection and career exploration and post-high-school planning, provide interpretation of test results and information on educational assessments, and inform students about scholarships and financial aid and job/employment information.

Counselors at Memorial assist students with school-related or personal concerns. They assist students with decisions about their courses at Memorial, as well as with post-high-school planning. They discuss personal issues students bring up such as getting along with others, test anxiety, etc. Memorial counselors make efforts to see each student at least once a year.
Counselors work cooperatively with teachers and parents to better understand and meet the educational and emotional needs of individual students. In-school referrals are made to the Multicultural Services Coordinator, psychologists, social worker, tutoring service, nurse, and special education services. Outside referrals are made to agencies and individuals as deemed necessary.

Counselors are available to students and parents through self-referral or through referral from a peer, faculty member, or principal.

Additional information is available from the Memorial Student Services website, at [http://www.madison.k12.wi.us/jmm/guidance/gdweb.htm](http://www.madison.k12.wi.us/jmm/guidance/gdweb.htm).

Every attempt is made to keep the website active and updated. Answers to many common questions are to be found in the various sections of the website.

**Health Services**

Marie Dietrich, Nurse for Rock, Wisconsin & Wolf Neighborhoods

Jane Imholte, Nurse for Fox Neighborhood

Jill Rude, Nurses’ Assistant

Memorial has one full-time and one part-time nurse and a nurse’s assistant available to perform a number of health-related services including administration of medication during the school day, hearing and vision screening, caring for sick or injured students, alcohol and other drug screening or drug concerns, assistance to pregnant and parenting teens, and teaching students about healthy lifestyles and disease prevention. Nurses are available to students and parents through self-referral or through referral from a peer, faculty member, or principal.

The Health Office, Room 621, is open from 7:30 a.m. to 3:45 p.m. A nurse practitioner and nursing assistant are on duty during office hours. In addition to activities listed above, the nurse is also available for health counseling, teaching, and referral as necessary. Medication may only be administered through the Health Office with a physician’s order and written parental consent.

Additional services that are provided only by the nurse practitioner include: treatment of undiagnosed serious allergic reactions and asthma problems until the paramedics arrive; and diagnosis and treatment of pink eye impetigo, minor skin infections, swimmer’s ear, ear infections, head lice, scabies, strep throat, and ringworm of the body. All of the essential forms are available from the Health Office. All physical education excuses need to be routed through the Health Office.

**Multicultural Service Coordinator (MSC)**

JoAnne Brown

Special emphasis is given to promoting educational opportunities for students of color at Memorial. Programs such as the AHANA (African American-Hispanic-Native American) Student Leadership Conference are designed to promote academic excellence, earning of the high school diploma, personal growth, and preparing for post high school experiences (college and vocational). Clubs are also established to aid in the growth of each student, such as, Hispanic/Native American Council, Asian Council, and Black Student Union. The MSC works closely with Memorial teachers and Student Services staff to assist all minority students and their families in having successful educational experiences at Memorial. The MSC is available to students and parents through self-referral or through referral from a peer, faculty member, or principal.

**Psychologists**

Morgan Anderson  Wisconsin and Wolf Neighborhoods

Deb Conway  Fox and Rock Neighborhoods

Memorial has two full-time psychologists. Psychologists provide individual and group counseling to help students solve problems, support for students concerned about grades or other issues, behavior modification,
capanies and information about teen depression and protective behaviors, and referrals and information to community services. They are available to students and parents through self-referral or through referral from a peer, faculty member, or principal.

**Social Workers**

- Marques Flowers       Wisconsin and Wolf Neighborhoods
- Suzanne Blackamore   Fox and Rock Neighborhoods
- Rosemary Barrientos    English Language Learners and Truancy

Memorial has two full-time and one part-time social worker. Social workers help students in crisis or in conflict, aid students if they are in an abusive or violent relationship, give support so students graduate and deal with truancy concerns, help students with dating issues, decision-making skills, protective behaviors and alcohol and other drugs and provide referrals to outside community services. They are available to students and parents through self-referral or referral from a staff member, peer, or principal.

**Tutoring Program**

Memorial asks qualified students to tutor other students in specific content areas. Many tutors are volunteers recommended by teachers. The student tutors meet with tutees during study hall time, before or after school, or lunch time. Students, parents, or teachers may request tutoring services by completing an on-line form found in the Student Services Office. Requests will be filled based on availability of an appropriate tutor. Sometimes, adult volunteer tutors are available. Memorial keeps a list of adult community tutors who advise us of their specialties and their fees. Please call the Student Services Office, 663-6055, to receive a copy of the list. Neither MMSD nor Memorial in any way recommends or certifies community tutors. Families are responsible for contacting and checking out these tutors to see if they will meet the needs of the student(s).
Extracurricular Activities

Non-Athletic Activities
The following guidelines are established for all students participating in budgeted non-athletic extracurricular activities.

1. Students are expected to maintain the same minimal academic standards as all students involved in extracurricular activities. That is, the following:

   a) The student must be a full-time student enrolled in and passing a minimum of 20 hours (any combination of classes adding up to a total of two and one-half (2 1/2) credits per semester of work; plus

   b) The student must be passing all classes at all times.

A student not meeting the above criteria is not allowed to participate in extracurricular activities. On the 15th school day, his/her grades are reviewed by the director of the activity to determine academic status. If the student meets the criteria, he/she may begin participating on the 16th school day. If still ineligible, the student remains excluded from activities until such time as he/she meets the eligibility criteria.

The advisor/director of each activity is responsible for monitoring the progress of the students via weekly academic status reports. Extenuating circumstances may be appealed to the appropriate Neighborhood principal.

2. Students are expected to attend all scheduled classes. Unexcused absences will be handled by the advisor/director of each individual activity and will result in the following action:

   a) ONE unexcused absence (one class period) – The advisor/director and the student will meet with the teacher of the class missed. This meeting takes place as soon as possible after the unexcused absence. The student is held accountable to the teacher and the advisor/director for missing the class and for subsequent progress in the class. Consequences for the unexcused absence are determined by the teacher and the advisor/director. Parents may be involved in this conference at the request of student, teacher, or advisor/director. Possible consequences include making up the time and assignment before or after school, suspension from one or more activity meetings, lowering the grade for the work assigned, non-credit for the assignment, possible suspension from an activity, performance, or event.

   b) TWO unexcused absences (two class periods) – Parents must be involved in a conference with the teacher(s), advisor/director, and student. See “a)” above for possible consequences.

   c) THREE unexcused absences (three class periods) – The student and parent(s) will meet with the advisor/director(s) to review the reasons for the absences. The student is suspended from activity meetings until this meeting takes place. At the conference, consequences are determined by the advisor/director(s) and parent(s). Unless the parent(s) is/are willing to assume responsibility, the student is suspended from all subsequent activity meetings and is not allowed to participate in activity events. If the student is allowed to attend meetings and perform in events immediately following the conference, it is probable that the student will not be allowed to participate in subsequent activities for the remainder of the school year and/or the following year.

The advisor/director of each activity will publish a roster of all students involved in the activity for each staff member and principal so that the staff and administration are aware of the student participants involved in each activity for monitoring purposes.

Required course work is not affected by these guidelines. That is, a student cannot be disciplined by being
kept out of an activity if it is a required part of a course. For example, a band or choir student cannot be denied participation in a concert if the concert is part of the required course work.

Serious violations of school rules may result in exclusion from extracurricular activities.

**CLUBS/COUNCILS/GROUPS**
The following is the official list of all school clubs, councils, and groups:

- After School Study Center
- Animal Club
- Anime Club
- AP Potential
- Art Club - MSCR
- Asian Club
- Astronomy Club
- Basketball
- Black Student Union (BSU)
- Book Club
- Canstruction
- Chamber Orchestra
- Chemistry Club
- Chess Club
- Chinese Club
- Costume & Design Club
- Create Club
- Cyber Patriots DDAF
- Debate
- Dog Club
- Engineering Club
- Equestrian Club
- Filipino Club
- Future Business Leaders of America (FBLA)
- Gaming Club
- Gay/Straight Alliance (GSA)
- GEAC
- German Club
- Green Club
- Health Occupations Students of America (HOSA)
- Improv Club
- Interact Club
- International Soccer Club
- JMM Diamonds Dance Team
- Key Club
- K-Pop Club
- Lacrosse Club
- Latinos Unidos
- Math Team
- Mindfulness Club
- National Honor Society (NHS)
- Native American Group
- Olympian (Yearbook)
- Open Jam
- Pathways Ambassadors
- Peer Partners
- Peer Tutoring
- People Program
- Pep Band
- Pokémon Club
- Robotics
- Science Club
- Science Olympiad
- Sci Fi Club
- Ski & Snowboard Team
- Skills USA
- Social Justice Book Club
- Spanish Club & Honor Society
- Spartans For All
- Spartan Indian Society
- Spartan News
- Spartan Youth Service
- Speed & Strength Conditioning
- Stem Club
- Student Activist Club
- Student Government
- Student Support Foundation
- Student Voice
- Superhero Club
- Sword & Shield
- Table Tennis
- Teal Ribbon Club
- Teem Scholars
- Tibet Club
- Ultimate Frisbee
- Volleyball
- Women’s Club
- Wrestling Club
- Writing Club
- Young Conservatives
Athletic Activities

Athletic Pass
The student activity card is a special form of the student identification card used for all the routine purposes and for admittance to any regular-season home athletic contest. Considerable savings may be realized through the purchase of the athletic pass. For example:

**Typical Athletic Costs @ $3.00/Contest**

<table>
<thead>
<tr>
<th></th>
<th>Cost: $20.00</th>
<th>4-5 football games</th>
<th>$12-15.00</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>18-20 basketball games</td>
<td>$54-60.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8-9 hockey games</td>
<td>$24-27.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5-6 wrestling meets</td>
<td>$15-18.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$105-120.00</td>
</tr>
</tbody>
</table>

**Athletic passes are not valid at any away games or WIAA Tournament contests.**

Athletic Programs
Following is a list of possible activities offered on an annual basis. Students should contact the Athletic Director to determine current sport offerings.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Varsity</th>
<th>JV</th>
<th>Freshmen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Soccer</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Volleyball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Basketball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Hockey</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Swimming</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Golf</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tennis</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Track</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Co-Ed</th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Cheerleading</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Pom Pon</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wrestling</td>
<td>X</td>
<td>X</td>
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</table>

<table>
<thead>
<tr>
<th>Girls</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Golf</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Swimming</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Volleyball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Basketball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Gymnastics</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Hockey</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Softball</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Track</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Athletic Fees
Participants are required to remit an athletic participation fee of $115.00 for each sport in which they intend to participate after final rosters have been determined and before the first date of competition. There will be an additional $100.00 surcharge for gymnastics and wrestling, $118.00 for boys’ and girls’ golf, $800.00 for hockey. Families will pay a maximum of $500.00 for athletic participation. Surcharge amounts are excluded in the family maximum, however, the $115.00 portion of the participation fee will be included in the family maximum. This fee is non-refundable unless the athlete is cut from a team for reasons of skill. In accordance with Board of Education policy, athletes who meet certain criteria may apply for athletic fee waivers at the school office.