

2021 - 2022 Student Handbook



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Tips for Supporting Your High School Student

1. **Help your child manage homework time.** Encourage her to aim high and always do her best work. Check with teachers to see how much time should be necessary to complete homework. See what your school offers to help you help your child, such as an agenda planner or some other homework reminder system, and/or a Website with helpful links.
2. **Show interest in his studies** by talking with him daily about what he's learning and doing in school (don't take "nothing" for an answer!). If you know your child has a project for science, get involved. The same goes for cheerleading, sports, and music — any extracurricular activities.
3. **Discuss ideas and feelings about school, studies, and activities.** Be realistic about what your child can and should be able to do. Don't expect great grades or high test scores if she isn't capable. That expectation will only cause unnecessary frustration.
4. **With your child, read and review the information that schools and districts provide.** Be familiar with school, classes, student handbook, etc. All these will help you and your child successfully weave your way through the maze called middle school.
5. **Contact counselors, administrators, and teachers periodically.** Find out what your child should be learning, how she is progressing, and how you can help. Be a full partner in your child's education.
6. **Be sure that he attends school on a regular basis.** Even if he is absent for illness or another valid reason, he needs to keep up with his studies. Call the school if your child will be missing a day, and find out what he needs to do to make up for it.
7. **Encourage her to pursue interests and make friends through extracurricular activities.** Be certain, however, that she selects no more than a few activities so she has adequate time for schoolwork. You must help her find a balance; this will take compromise and patience.
8. **Get in their business.** Who does your child hang out with? Follow up on any suspicions that you may have. It is better to be safe than sorry at this time of his life. Know where your child is at all times. Be clear and consistent with discipline and keep a close eye on technology use and social media.
9. **Make it clear that she must follow school rules and policies.** Teach her to respect people as well as property. Help her know right from wrong and what she must do when negative temptations come her way.
10. **Encourage him to get to know his counselor** and to maintain contact throughout his middle-school years, if possible. Not only will the counselor be invaluable in supporting his academic path, he's also one of many potential adult role models for your child.
11. **Consistently acknowledge and reward efforts at school.** Many parents expect the school to provide the incentives for their child's accomplishments. While schools do have a lot of motivation programs, parents need to recognize their child's successes too. When your child works hard, your acknowledgement motivates him to persist.
12. **Students and Parents are encouraged to track grades and attendance through the Parent Portal on PowerSchool.**

It is our goal at Madison High School to support each of our students in their growth throughout their time in high school. It truly takes a village to raise our children to eventually be independent, responsible, and self-sufficient adults. We appreciate your continued support and assistance in helping each and every individual person who attends Madison High School to become their best self. With collaborative effort, we can enable our students to flourish during high school and become future productive citizens.

Regular Schedule – With Patriot Time		
Beginning Time	End Time	Description
8:00	9:21	1st Period
9:21	9:25	Passing
9:25	10:46	2nd Period
10:46	10:49	Transition
10:49	11:14	Patriot Time A
11:14	11:17	Transition
11:17	11:42	Patriot Time B
11:42	11:45	Transition
11:45	12:10	Patriot Time C
12:10	12:13	Passing
12:13	1:35	3rd Period
1:35	1:39	Passing
1:39	3:00	4th Period

Regular Schedule – No Patriot Time		
Begin	End	Description
8:00	9:33	1st Period
9:33	9:39	Passing
9:39	11:12	2nd Period
11:12	11:18	Passing
11:18	1:21	3rd Period
11:18	11:48	1st Lunch
11:48	11:51	Transition
11:51	12:21	2nd Lunch
12:21	12:24	Transition
1:21	1:27	Passing
1:27	3:00	4th Period

2 Hr Delay		
Begin	End	Description
10:00	11:00	1st Period
11:00	11:06	Passing
11:06	12:06	2nd Period
12:06	12:12	Passing
12:12	1:54	3rd Period
12:12	12:45	1st Lunch
12:45	12:48	Transition
12:48	1:21	2nd Lunch
1:21	1:24	Transition
1:54	2:00	Passing
2:00	3:00	4th Period

3 Hr Delay		
Begin	End	Description
11:00	11:48	1st Period
11:48	11:53	Passing
11:53	1:14	2nd Period
11:53	12:23	1st Lunch
12:23	12:26	Transition
12:26	12:56	2nd Lunch
12:56	12:59	Transition
1:14	1:19	Passing
1:19	2:07	3rd Period
2:07	2:12	Passing
2:12	3:00	4th Period

Early Release - 11:30		
Begin	End	Description
8:00	8:41	1st Period
8:41	8:45	Passing
8:45	9:26	2nd Period
9:26	9:30	Passing
9:30	10:45	3rd Period
9:42	10:12	1st Lunch
10:12	10:15	Transition
10:15	10:45	2nd Lunch
10:45	10:49	Passing
10:49	11:30	4th Period

Madison High School Discipline Policy 2021-2022

It is the belief of the administration and staff at Madison High School that good discipline is essential for effective learning. Every student will receive a positive, nurturing interaction with faculty, staff, and administrators. Each student has a right to be free from the distractions caused by inappropriate behavior of others. We further believe that the role of the school is to teach responsible behavior. The discipline plan at Madison High School is one strategy to achieve this goal. Students are expected to attend all classes on time and cooperate in a manner appropriate for an orderly school and classroom atmosphere. **All students who are out of class and are not under the direct supervision of a teacher must have a valid hall pass.**

SEVERE CLAUSE AND DISCLAIMER: The administration reserves the right to advance or apply different consequences for discipline violations according to the severity of the incident and to handle any incident that is not specifically covered in this handbook in a timely and appropriate manner.

AFTER 7 FULL DAYS OF ISS PER ACADEMIC YEAR, OSS MAY BE USED. DEPENDING ON OFFENSE, OSS MAY BE USED BEFORE ISS. AFTER 10 FULL DAYS OF OSS THE STUDENT MAY BE RECOMMENDED FOR LONG TERM SUSPENSION VIA HEARING BOARD.

- An attempt will be made to contact the Parents/Guardians each time ISS/OSS is assigned
- Further disciplinary action may be taken by a teacher or coach based on approved team rules.
- Note: Suspension from school includes all school related activities. Participation in ISS may include occasional cleaning of school, school grounds and trash pick-up. Having ISS/OSS may result in loss of class trips, school dances, events, athletic participation and /or school privileges.
- **Lockers are the property of Madison High School and subject to search at any time.**
- **ISS - In School Suspension** (An absence on a day in which ISS is assigned will be automatically reassigned to the first day the student returns.
- **OSS - Out of School Suspension** -After a maximum of 5 days OSS have been assigned, a student may be referred for placement in the alternative school. A student suspended from school is not allowed to enter any Madison County School campus at any time during the suspension. This includes any social function or sporting event that takes place during or after school hours.
- **Hearing Board** - Due process hearing for long term suspension
- **Parent Contact** - Contacts by phone, letter, email, and/or home/work visit

Level I (Includes but not limited to)

Teacher/Administration reserves the right to accelerate according to the severity of the referral.

- Public display of affection
- Class misbehavior
- Rude to students, classroom teacher or substitute
- Sleeping in class

Level I Consequences:

- 1st Referral - 1 Block ISS 2 Days
- 2nd Referral - 1 Block ISS 3 Days
- 3rd Referral - 1 Full Day ISS
- 4th Referral - 3 Full Days ISS
- After the 4th referral – OSS possible

NOTE: If teachers have a situation that needs immediate attention for the good of the class, they may contact the office and send the student directly to the office with work.

Level II

- Possession of cigarette lighter or matches
- Excessive horseplay
- Present in an unauthorized/closed area
- Propping exterior doors open leaving them unsecure

- Failure to follow reasonable request
- Inappropriate language or gesture (verbal or written)
- Failure to follow school policy
- Littering school grounds
- Cutting class (**including Patriot Time, tutoring and Redirect**) or leaving class without permission
- Internet policy violations
- Insubordination (i.e. refusing to adhere to school policy/faculty request and/or refusing to surrender PCD)
- Disruptive Behavior

Level II Consequences: (SSMT Conference)

1st Referral - 1 Day ISS

2nd Referral - 2 Days ISS

3rd Referral - 3 Days ISS

After the 3rd Referral – OSS (10 Day suspension, plus the possibility of long term suspension, through hearing board process)

Level III

Including but not limited to:

- Disrespect to students, faculty or staff, including all school events on or off campus
- Truancy or leaving school without proper permission
- Transporting another student off campus without parent permission (may result in loss of driving privileges)
- Forgery/Cheating/Plagiarism/providing false ID
- Providing false information, written or verbal to anyone in authority (**including attendance notes, parents' authorization of early dismissals**)
- Tobacco use on school grounds (any time)
- Possession of tobacco or tobacco like products (Electronic Cigarette – non adaptable, Bacc-Off). Products will also be confiscated.

Level III Consequences: (SSMT Conference)

1st Referral - 3 Days ISS

2nd Referral - 2 Days OSS

3rd Referral - 3 Days OSS

After the 3rd Referral – 10 Days OSS (10 Day suspension, plus the possibility of long term suspension, through hearing board process)

LEVEL IV Consequences: (REPORT TO LAW ENFORCEMENT)

Including but not limited to:

- Vandalism/Property Damage (Student will be required to make restitution)
- Tampering with or damaging school equipment (Student will be required to make restitution)
- Fighting – (student may be charged)
- Theft (Student will be required to make restitution)
- Possession of fireworks, stink bombs, etc.
- Gross disrespect to all staff or students including all school events on or off campus (This includes, but is not limited to inappropriate language towards all staff, or general public)
- False fire alarm
- Indecent exposure
- Sexual harassment –verbal or physical abuse of a sexual nature
- Bullying/ harassment/stalking/physical or implied threats, (written or verbal) this shall include, but not limited to fighting, abuse, hazing (**Note: The School Violence Prevention Act (“Prevention Act) N.C. Gen. Stat. §§ 115-407.5 through 115-407.8, has refined “bullying or harassing behavior.” “Bullying and harassing**

behavior” is now broadly defined to include any activity that places a student or employee in actual or reasonable fear of harm and/or creates a hostile learning environment including harassing behavior based on differentiating characteristics (i.e. race, gender, physical appearance, sexual orientation, etc).

- Language or actions intended to instigate an assault situation between other students.
- Electronically recording fights or unauthorized recording of students and/or faculty on school property or at school events.

Level IV Consequences:

1st Referral – minimum 2 days OSS
2nd Referral – minimum 3 days OSS
After the 2nd referral – Hearing Board

Level V (Report To Law Enforcement):

- Conduct directed at disrupting the educational process (including SeniorPranks, Social Media issues, etc)
- Physical violence or violent threats
- Sexual offenses
- Sexual Relations– involving willing participants
- Illegal possession or use of alcohol, drugs, or drug paraphernalia, including counterfeit or synthetic drugs
This may include refillable E-cigarettes.
- The possession or use of anything considered a weapon (knife, brass knuckles, paintball, etc.)
- Misuse/Abuse of Over-the-Counter drugs – (Eg. Mucinex, Coricidin)
- Dispensing medications (prescription or OTC) to other students
- Possession of explosives at school

Level V Consequences:

1st Referral - 10 Days OSS (Possible Hearing Board)
2nd Referral - 10 Days OSS (Hearing Board)

Level VI (Report To Law Enforcement):

- Violation of Gun-Free Schools Act by bringing a firearm, bomb, or powerful explosive device to school
- Communicating bomb threats

Level VI Consequences:

365-Day Suspension (one year after Hearing Board)

MADISON COUNTY SCHOOL BUS TRANSPORTATION CODE OF CONDUCT FOR ALL BUS RIDERS:

The Madison County Board of Education recognizes the importance of safe and orderly buses during their routes to and from school. School bus transportation is a privilege, not a right. Madison County’s goal is to provide safe transportation for all students. **All buses and designated bus stops are an extension of the school and fall under the supervision of the school.**

The transportation of any pupil is subject to the compliance with the lawful rules and regulations adopted by the school board. A student will be subject to disciplinary action for those violations within this policy and those covered by Policy 212 (Serious Misconduct). Minor offenses will merit a warning, and repeated minor offenses and/or major offenses will result in bus suspension, parent notification, and possible removal from the bus for an extended period of time.

- Skateboards, snowboards, live animals or any other object not related to a student’s instruction are not allowed on the school bus (see school bus contract)
- Discipline for exceptional children will follow state and federal guidelines.

Passengers may be suspended from riding the bus and/or school, at the discretion of the principal and/or bus designee for:

Minor Offenses:

1. Failure to keep the bus clean
2. Loud and boisterous talking

3. Disruptive and inappropriate behavior
4. Refusing to meet the bus on time and delaying the bus schedule
5. Failure to remain in their seat while the bus is in motion.
6. Spitting on the bus
7. Other improper behavior
8. Inappropriate language
9. Distracting the driver's attention while the bus is in operation

1 st Offense	The parent, legal guardian, or legal custodian will be contacted and the student may be assigned to a seat.
2 nd Offense	A conference may be required and the student may be suspended from riding the bus for one to three (1 – 3) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
3 rd Offense	A conference may be required and the student may be suspended from riding the bus for three to five (3 – 5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
4 th Offense	Parents will be contacted for a parent conference. Consequences will be at the principal's discretion.

Major Offenses

1. Using or being under the influence of, or having in their possession alcoholic beverages and/or illegal drugs.
2. Vandalism of the bus and bus property.
3. Bullying and any form of harassment as stated in the North Carolina Statute.
4. Throwing items out of the school bus windows.
5. Possession of tobacco or any form of tobacco products on the bus.
6. Use or possession of any form of weapon.
7. Verbal or physical abuse to other students or bus driver.
8. Indecent, abusive, or loud language.
9. Fighting on the bus or at the bus stop.
10. Tampering with any part of the bus, including emergency exits.
11. Having hands, arms, legs, and/or head out of the bus window.
12. Not sitting in assigned seats.
13. Playing, throwing objects, use of aerosol cans or otherwise distracting the driver's attention while the bus is in operation.
14. Excessive display of affection.
15. Unauthorized leaving of bus when en route.
16. Refusal to adhere to a reasonable request of a bus driver.
17. Failure to observe established safety rules and regulations required by North Carolina law or policy by Madison County Board of Education.
18. Spitting on other students

1 st Offense	A conference may be required and the student may be suspended from riding the bus for three to five (3-5) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
2 nd Offense	A conference may be required and the student may be suspended from riding the bus for ten (10) days. When the student is permitted to ride the bus again, they may be assigned to a seat for a period of time or indefinitely.
3 rd Offense	The student will not be allowed to ride the bus for the remainder of the school year. K-8 bus board meeting.

Note: The above lists may not cover all possible violations. Similar offenses shall be categorized major or minor and handled in the manner that they occur. Other forms of punishment may be suggested and followed through by the principal and /or bus designee.

Other Bus Regulations

- A student is subject to all school rules while riding on the school bus, after school bus, activity bus, or other vehicle being transported to and from school, athletic events, or any school sponsored event.
- The driver of the school bus is subject to the direction of the principal, has the authority over and responsibility for, the operation of the bus and maintenance of good order and conduct. The student is to obey the driver.
- The bus driver may assign seating for a student or students while they are riding on a school bus.
- Bus conduct reports and discipline actions are cumulative for the school year.
- No one under the age of 18 may accompany a student on a field trip.
- School policy will override bus policy in some cases.
- *Any student going to another location other than their designated bus stop must have a signed note by a parent/guardian indicating the reason for the request. Students should take the note to the main office at the beginning of the school day and parents will be called to verify the request. Permission will be granted only if space is available.*

OTHER SCHOOL POLICIES

SCHOOL HOURS

Madison High School campus is open from 7:30 AM until 3:30 PM. Monday through Friday. Classes start at 8:00 AM and end at 3:00 PM.

ACCIDENTS

Any accident should be reported to the Assistant Principal/SRO. This information is important for insurance claims. Teachers must fill out an accident report in the office.

ACADEMICALLY & INTELLECTUALLY GIFTED PROGRAM (AIG)

To appropriately serve gifted students, the Madison County School System has established the following goals for the AIG program:

- To identify students who perform or show potential for performing at remarkably high levels of accomplishments
- To provide educationally appropriate differentiated learning experiences which stimulate and challenge intellectual growth
- To provide an array of services in a variety of settings which will meet the needs of the highly able learners
- To complete on-going reviews of the gifted education program to assess strengths and needs

The service delivery options for MHS AIG depend on the student's interest and success in prior courses. The following options are available for students at MHS:

1. Advanced Placement Courses
2. Honors Courses
3. Independent Study Opportunities
4. Concurrent/Dual Enrollment
5. The county AIG coordinator is available to provide resource support to teachers and students and communicate with parents.

ATTENDANCE POLICY FOR GRADES 9-12 (BOARD POLICY 4400):

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Students and Parents are encouraged to track attendance through the Parent Portal on PowerSchool.

This policy allows each student five (5) unexcused absences per semester before any make up sessions are required. Students who accumulate six (6) unexcused absences but no more than nine (9), will be required to attend after school sessions to make up for the absences in order to receive course credit. There will be a charge for After-School Make-Up sessions. **Once a student has missed 10 or more classes, he or she may receive a failing grade for the course and may not receive credit.**

After School sessions will be offered each semester and absences must be made up in the semester during which they are missed. Excessive absences will result in the following actions being taken to avoid future absences:

1. The parent/guardian and student will be asked to meet with appropriate school personnel to discuss the student's absences.
2. The parent/guardian and student may be asked to attend a meeting with the Madison County Truancy Board which consists of members from the School System, Health Department, DSS and the Department of Juvenile Justice.
3. Court petition filed for truancy.
4. Possible DSS referral.
5. **When a student reaches more than eight (8) unexcused absences (absences without approved documented reason) in a school year, they are in violation of the Compulsory Attendance Law (G.S. 115C-378). This law provides that the student and/or parent may be charged with truancy and taken to a court of law.**

Excused Absences

The following are considered excusable absences. **However, the parent/guardian must provide appropriate documentation from an authorized source, depending on the reason for the absence, explaining the absence, within five (5) days upon returning to school in order for the absence to be considered excused.**

1. Illness
2. Medical Quarantine,
3. Death in family,
4. Medical or dental appointments,
5. Court proceedings,
6. Religious observance,
7. Family emergencies,
8. Out of school suspension and
9. Pre-Approved Educational opportunity (must be approved prior to missing school)

School-related Absences

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school;
5. Career and Technical Education student organization activities approved in advance by the principal;
6. in-school suspensions.

Assignments missed for these reasons are eligible for makeup by the student. The teacher will determine the deadline for when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

According to state policy, an incomplete grade is a failing grade. **Failure to remediate and pass 3 out of 4 classes by the end of the semester can result in the suspension of driver's license and ineligibility of school extra - curricular activities including high school athletics.**

Extended Medical Absences

As soon as a parent anticipates a student's extended absence because of a severe, prolonged or chronic illness under a physician's care, the parent shall notify the principal immediately. Homebound instruction will not be considered without a doctor's written statement. Homebound forms can be obtained from your child's principal. The principal shall make arrangements for homebound/hospital bound or other appropriate instruction. Should unique situations arise that are not specifically addressed by this policy, the Superintendent, upon written recommendation from the school principal, may authorize alternatives to the policy to achieve fairness to the student without compromising the effectiveness of this policy.

TARDIES / EARLY DISMISSALS

It is important for students to report to class on time.

- **TARDIES:** Any student arriving after 8:00 a.m. must sign in at the office to get an admit slip before being allowed into class. Students who are more than 15 minutes tardy to class will be counted absent.
- **EARLY DISMISSALS:** Students who receive an early dismissal within 15 minutes from the end of the class period will be marked as a tardy for that class.

Students with excessive tardiness to school will receive disciplinary consequences from school administration which may include the suspension of parking privileges, lunch detention, etc.

EARLY DISMISSALS

All early dismissals will go through the main office with a sign out process. Proper parent/guardian notification will be required. Regardless of age, students will not be allowed to leave without proper parent/guardian notification. **Early dismissals will NOT be given for lunch. Students will not be allowed to leave campus to eat lunch and return.**

- In accordance with Madison County Schools (policy #4210), all early dismissal notes will be verified with a phone call to parent/guardian.
- Early dismissals will be given to students during passing.
- On End-of Course testing days, parents must provide a written note with contact information on the day before for early dismissal.
- Early dismissals given prior to the last 15 minutes of a class will be coded as an absence and not a tardy.

Students and Parents are encouraged to track attendance through the Parent Portal on PowerSchool.

ATTENDANCE NOTIFICATION

- Parents/guardians will be notified each day their child is absent via the automated call system.
- The school will provide written notification to the parents/guardians after the student's third (3rd) and sixth (6th) absence from any class(es) that their child is in danger of violating the NC Compulsory Attendance Law and the MHS attendance policy which may be subject to credit denial.
- ***When a student reaches more than eight (8) unexcused absences (absences without approved documented reason) in a school year, they are in violation of the Compulsory Attendance Law (G.S. 115C-378). This law provides that the student and/or parent may be charged with truancy and taken to a court of law.***
- The school will provide written notification to the parents/guardians for absences from any class(es) in which their child is in violation of the MHS attendance policy resulting in the denial of credit.

Students and parents are encouraged to track attendance through the Parent Portal on PowerSchool.

ATHLETICS

As an NCHSAA member, Madison High is required to adhere to any and all state and LEA mandated rules and regulations including all semester eligibility requirements. Student athletes must pass 3 of 4 academic courses and meet all state and local attendance policies. Upon entering the ninth grade, student athletes have four consecutive years of potential eligibility granted that all other requirements have been met. Athletes must complete the required NCHSAA Sport Preparticipation Examination (PPE) Form, the Gfeller-Waller Concussion form, and One Way to Play documentation, granting permission for random drug testing during their active season, annually.

If your child plans to participate in a sport, they will need to have a sports physical and follow NCHSAA regulations.

- Each student that tries out for any team will have on file a release form signed by their parents or legal guardian stating that they are covered by insurance.
- Students must have a physical prior to try-out.
- Any athlete who quits a sport is not eligible to try out for another sport until the sport the athlete was participating in is over.
- Participation in extracurricular activities may be restricted if a student
 1. Is not performing at grade level;
 2. Has exceeded the number of absences allowed by Board Policy;
 3. Has violated the student code of conduct, found in 4300 section of Board Policy; or
 4. Has violated school rules for conduct.

NCHSAA Felony Policy: Any student who is subject to the NCHSAA eight semester rule who (1) is convicted of a crime classified as a felony under North Carolina or federal law; or (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program.

NCAA CLEARINGHOUSE

The NCAA has established the Initial Eligibility Clearinghouse to determine if high school student-athletes meet the NCAA academic standards to participate in freshman college athletic programs. Students must apply to the clearinghouse and be “certified” before they can participate in any type of collegiate athletic program, regardless of whether they hope to be a scholarship-athlete or a “walk-on” athlete. The student should initiate the process at the beginning of the junior or senior year. To register, prospective student athletes should access the registration materials by visiting the clearinghouse website at www.ncaaclearinghouse.net. The student must request that a copy of the official student transcript and SAT/ACT scores be sent by the school with the registration. Student services will assist students with this process but students must initiate the application.

CAFETERIA-LUNCH POLICIES & CHARGES

The Cafeteria is open for Breakfast before school. All food and drink must be treated appropriately and consumed in the approved areas. **Students** are responsible for maintaining and cleaning lunch areas and for disposing of all lunch waste in trash receptacles.

There is a lunch charging cap of \$10.00. Students who reach the cap charge of \$10.00 will not be allowed to charge any more food or drinks to their account until the account is paid in full. Students are not allowed to charge extras at any time.

CAREER PATHWAYS

All North Carolina high school students must complete at least one Career Pathway to be eligible to graduate. Each student’s Four Year Plan will be evaluated annually with the assistance of the School Counselors and the Career Development Coordinator. Pathways may be completed in any of the following areas:

- Career & Technical Education (CTE)
- Junior Reserve Officer Training Corp. (JROTC)
- Fine Arts Education
- Foreign Language

- Core Academic

Please see your School Counselor or the Career Development Coordinator with any questions.

In compliance with Federal Law, Madison County Schools administers all education programs including its Career and Technical Education Programs, employment, activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

CALCULATIONS FOR CLASS RANK AND GRADE POINT AVERAGE

The calculations for class rank and grade point average are based on a standardization of: (1) academic course levels; (2) grading scales; and (3) the weighting of course grades. The class rank is based on a weighted grade point average in which a half (1/2) quality point or weight is added to passing grades earned in Honors courses or one (1) quality point is added to passing grades earned in Advanced Placement and college courses.

“CLOSED” OR “OFF-LIMITS” AREAS

For safety reasons, closed areas include: front circle, all parking lots, field house area, vocational shop area, track and all athletic fields unless under the direct supervision of a faculty member.

CREDIT RECOVERY PROGRAM

Madison High School provides opportunities, for students who qualify, to receive credit via our Course Recovery (Edmentum) program through our Velocity Learning Center.

DAMAGES/LOSSES

Students are required to pay for damages/losses to school property, technology, furniture, equipment and textbooks GS 115-149.

DANCES/WINTER FORMAL / PROM

- Winter Formal is open for all students at MHS.
- Prom is an activity specifically for Juniors and Seniors.
- Any student who has dropped out of school during the school year will not be allowed to attend Winter Formal or Prom. If any student has re-enrolled back in school that student must have been back in school one month prior to the prom.
- All guests must be registered and approved before allowed to buy tickets.
- A guest is defined as anyone who is not an MHS or MECHS student.
- Guests may be a 9th, 10th, 11th or 12th grader from any public, private or licensed home school, **OR** guests may be a high school graduate and be under the age of 21 **OR** may have obtained a valid GED and be under the age of 21.
- Documentation must be provided with the Prom Guest Sheet (Driver's License/Birth Certificate/background check)
- **ALL guests who are not Madison County students must submit a background check from the sheriff's department of the county in which they reside, at the time the guest application is submitted.**

DRESS CODE

POLICY4316: Dress and appearance should not disrupt the educational process or compromise the safety of students and faculty. Anything about your personal appearance that is deemed to be a distraction or a safety violation to the educational process by the MHS faculty or administration is in violation of the Madison High School dress code.

“The ZONE” describes the areas of the body that must be covered to meet school dress code expectations. In addition to the covered “ZONE”, any type of apparel that is suggestive in nature, by either sex, is unacceptable. Dress that could disrupt the educational process or compromise the safety of students and staff is forbidden.

Acceptable

- Must have footwear. This includes, but is not limited to, athletic shoes, sandals and/or crocs.
- Shorts that have at least a 3-inch inseam
Dresses and Skirts must be at fingertip length
- Shirts must cover the **Zone** and have at least one strap on the shoulder or off the shoulder

Unacceptable (except for medical and/or religious reasons)

- Bedroom/House Slippers, Shoes with wheels, Roller Skates, cleats, shoes with spikes
- See through mesh, holes showing skin or undergarments in THE ZONE!
- Illegal images including but not limited to weapons, drugs, a person or image that does not meet dress code.
- Profanity or Offensive language
- Bandanas
- Gang symbols
- Sunglasses
- Unapproved Face covering such as masks or full-face paint
- Lack of undergarment(s)



Dress Code Violation Consequences:

1. **Before 8:00 am** – Student will be asked to change – clothes closet available for selection. Failure to follow this request will result in referral to administration
2. **After *:00 am** - Student referred to an administrator or designee. If out of dress code, student will be asked to change and return to class. If student doesn't have dress code appropriate clothing, he or she will be provided clothing from the clothing closet or friend. If student refuses to change, parents will be notified and parents must bring a change or come pick the student up and the attendance will count toward the student's unexcused absences.

3. Chronic offenders will be subject to the administrative discipline policy.

DRIVER'S EDUCATION

Driver's education is offered to students at Madison High School after school hours by a private company. Driver's education includes 30 hours of class work. Classes may be offered (3:30 to 6:30 for 10 days or on Saturdays to meet the 30 hour requirement) and six hours of driving. **Driver's Education is not affiliated with Madison High School.** There is a fee for the class and driving. There is also an online option available for the class work.

DRIVER'S LICENSE/DROPOUT PREVENTION

Losing Driving Privileges

North Carolina law mandates that students under 18 years of age may have their learner's permit or license revoked for the following reasons:

- Dropping out of school
- Failure to pass 3 out of 4 courses in a semester or 75% of their classes on the 4X4 block schedule, per semester.

Parents will be notified of the revocation of the learner's permit or driver's license and will have the option of requesting a waiver based on a hardship. Parents will be given 10 days to return a Hardship Form and provide documentation to support the request. **Hardship cases are rare and are reserved for extreme situations.** The certificates are processed through the School Social Worker's office.

Madison County will not grant permission for any student under the age of 18 to drop out of high school to attain their GED. Under North Carolina state law – any student dropping out of school for the purpose of attaining their GED, will have to wait six months from the drop out date to start the GED process.

Lose Your Cool, Lose Your License

G.S. 20-11(n) lists the requirements for driver eligibility. One of the conditions is that the person must show either that they have not incurred disciplinary action (or are not subject to disciplinary action) for the following behaviors:

1. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
2. The bringing, possession, or use on school property of a weapon or firearm that resulted in disciplinary action under G.S.115C-**390.10** or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
3. The physical assault on a teacher or other school personnel on school property

DROP/ADD POLICY

Madison High School will follow the 10/20 day drop/add rule for all subjects.

ELEVATORS/LIFTS

Elevators/Lifts in the gym, locker room, and in the main building are to be used only by students with specific needs and faculty/staff members.

FUNDRAISING

No one will be permitted to engage in private fund-raising activities on campus. School fundraising must have board approval.

GRADE CLASSIFICATION

9th Grade -----Completion of the 8th grade

10th Grade-----6 credits

11th Grade-----12 credits

12th Grade-----20 credits

Grade classifications are only updated at the end of each semester.

HEALTH SERVICES/ MEDICATION POLICY

- If a student becomes ill at school, he or she should report to the nurses' office. If a student needs to go home because of illness, the nurse/office will make the necessary arrangements.
- **Students are not allowed to have prescription or over-the counter (OTC) medication in their possession at school.**
- Medicines shall be dispensed by the school nurse or trained authorized school employees.
- Any student needing to take medication during the school day must have a medication authorization form signed by a licensed healthcare provider. A parent or legal guardian must bring the completed form and the students' medication **in the original container** to the school nurse or trained authorized school employees. **(OTC medications must be in new unopened bottles)**. This medication will be securely stored until needed.
- The school nurse or trained authorized school employees are not allowed to dispense any prescription or over-the-counter medication to any student without consent from a licensed healthcare provider.
- The medication authorization form can be obtained from the front office or school nurse.

LOCKERS

Lockers are school property and are subject to search by school officials for any reason at any time without notice, without student consent and without a search warrant. The school is not responsible for items stolen or missing from lockers. Students will be assessed a damage fee for defacing any part of the locker with stickers and writing. Students are responsible for removing locker contents at the end of the school year. Students must sign a locker use policy before lockers will be issued.

NATIONAL HONOR SOCIETY

The National Honor Society is the organization that recognizes outstanding student scholarship and promotes character, leadership, and community service. Members are responsible for continued demonstration of these qualities. Members must participate in community service activities to maintain good standing. To be eligible for membership, a student must be a sophomore, junior, or senior who has a cumulative scholastic average of at least 3.625 Weighted GPA. The selection of members to this chapter shall be a majority vote of the Faculty Council, which consists of five faculty members appointed by the principal, and a NHS adviser shall be the sixth non-voting member. Induction ceremonies are held in the fall semester of the school year.

ACHIEVEMENT HONORS PROGRAM

Madison High School sponsors an annual program to recognize outstanding academic achievement among Madison High School students. The following categories of students will be recognized as high achievers during the annual student recognition program:

1. Students who are in the top 10% of their class according to their cumulative weighted grade point average on the 150th day.
2. Students who have a **cumulative** weighted grade point average of 3.75 on the 150th school day will be recognized. Cumulative grade point average is calculated using only grades earned during the current school year.
3. Students who have maintained perfect attendance for the school year. Perfect attendance is awarded if a student has been in class every class period, with no absences. Absences may **not** be made-up for perfect attendance.
4. Administration reserves the right to revoke or deny Academic awards based on grades, attendance, and/or behavior.

NORTH CAROLINA ACADEMIC SCHOLARS ENDORSEMENT

1. The student shall complete the Future-Ready Core mathematics sequence of Math I, II, III; Algebra I, Geometry, Algebra II; or Integrated Math I, II, III and a fourth mathematics course that meets University of North Carolina system Minimum Course Requirements that include a mathematics course with either Math III, Algebra II, or Integrated Mathematics III as a prerequisite;

2. . The student shall complete three course credits of science including an Earth/Environmental science course, Biology, and at least one physical science course that must include either physics or chemistry;
3. For students entering 9th grade in 2012-13 or later, the student shall complete four course credits of Social Studies;
4. The student shall complete two course credits of a world language (other than English);
5. The student shall complete four elective course credits in any one subject area, such as Career and Technical Education (CTE), JROTC, Arts Education, World Languages, or in another content area;
6. The student shall have completed at least three higher-level courses during junior and/or senior years which carry quality points such as Advanced Placement; International Baccalaureate or Dual Enrollment courses; Advanced CTE and CTE credentialing courses; honor level course, or Project Lead the Way courses; and
7. The student shall earn an unweighted grade point average of at least 3.50.

GRADUATION PARTICIPATION REQUIREMENTS

At the principal's discretion, any student involved in a senior prank or other serious misconduct may be prohibited from participating in the graduation ceremony or receiving a diploma. The principal may take other disciplinary action in accordance with the Student Code of Conduct (See Level 5 offense).

To participate in graduation exercises a student must (as outlined in senior sign out forms):

1. meet all financial obligations by the last day of school
2. complete units of credit as required and meet NC standardized testing requirements
3. complete all requirements for a high school diploma or certificate.
4. have a signed (by student and parent) Graduation Policy contract on file.

EARLY GRADUATION PLAN

Students who have completed their graduation requirements by January of their senior year may choose not to take classes in the spring semester of their senior year provided they meet the following requirements:

1. Must have completed a minimum of 28 units of high school credit, including all courses required for high school graduation.
2. Must attend college, community college, work full-time, be a full-time apprentice or be enlisted in the military starting in January of their senior year.

If you are eligible for the Early Graduation Plan, you must:

- Contact your school counselor to let them know of your intentions
- Complete the appropriate forms in the Guidance Office **by December** of your senior year
- Complete a Senior Sign-Out form and turn it in to your counselor on your last day of classes
- Meet all financial obligations (lost books, library fees, etc.) by December 15TH.
- Complete all testing requirements including Workkeys.

Members of the Madison High School senior class who participate in the Early Graduation Plan may, at the discretion of the principal or designee, be permitted to attend the Junior-Senior Prom. A Prom Attendance Agreement must be completed, approved by administration and filed with the Prom Committee. Applicants must meet with the principal and agree to the terms of this agreement to be considered for this privilege. Students who have met the requirements for early graduation, but choose to enroll in the spring semester of their senior year have until the 10th day of that semester to withdraw their enrollment and take early graduation. **Failure to drop within the 10 days will result in failing grades in the spring courses which will impact the student's GPA.**

Students who choose to participate in the Early Graduation program assume the responsibility for staying in contact with the school and checking the school's website to stay current with deadlines, scholarships, the senior class portrait date and other important events.

PARTIAL COURSE LOAD (SPRING)

As of spring semester 2008, Madison County Schools' Board of Education has approved for qualifying seniors to take a partial course load in the spring of their senior year. In order to qualify to take a partial course load, the senior must not need four courses in the spring in order to graduate at the end of the spring semester. The

minimum number of courses a senior can take is three. The courses must fall consecutively during the school day (i.e. 1st/2nd/3rd periods or 2nd/3rd/4th periods). A student may not leave the Madison High campus during one period and return later in the day for another class. A student must have parent/guardian permission, as well as, transportation to register for a partial course load. Seniors with partial course loads should only be on campus during their scheduled MHS courses.

PARKING LOTS/STUDENT VEHICLE REGISTRATION

Juniors and seniors who wish to park at Madison High School will be allowed to purchase a parking permit and complete the MHS parking/driving regulations agreement on a “first come-first served” basis. All sophomores are put on a waiting list depending on availability. Vehicles must display a student-parking tag. **Madison High School reserves the right to suspend parking privileges as a disciplinary consequence or when improper use of vehicle occurs on campus.** This includes leaving campus without permission, transporting any student off campus without permission, not following attendance and tardy policy, vandalism, damage to personal property, and reckless driving. Parking fees will not be reimbursed. Parking permits will be \$40.00. **No student may return to vehicles or be in the student parking lot during the school day unless under the supervision of faculty or parking lot security attendant. All vehicles are subject to search upon reasonable suspicion that student safety is in question.**

- ***Any fines owed to the MHS Media Center and Cafeteria must be cleared before a parking permit will be issued.***

PATRIOT TIME EXPECTATIONS

Patriot Time is a 3-section block in the middle of our school day. This instructional time is focused on supporting learning and enrichment in the four core courses-- english, history, math, and science, through all content areas. During two of the sections, students will attend two Patriot Time options which they select or are assigned from the online Patriot Time program. In one of the three sections, students will attend lunch. Students must follow their selected schedule; failing to do so will result in Redirect. Redirect is used as an immediate consequence for failure to follow student expectations. Teachers may assign tutoring during the non-lunch sections of Patriot Time. Tutoring trumps all other Patriot Time options in our school-wide focus of supporting learning across the curriculum. Clubs will also meet weekly during Patriot Times. Students need to review the club schedule to ensure they sign up for the clubs they would like to participate in.

- Student access to schedule Patriot Time is open from 4:00 PM the night before, until 8:15 AM the day of. Changes may not be made after 8:15 AM.
- For questions or issues, please see Mrs. Yontz, Mrs. Briggs, or Mrs. Worley before 8:15 AM.
- A session choice labeled “PT” is designated as a teacher’s tutoring time **with their current students only**. Please do not sign up for a teacher’s “PT” time, if they are not currently your teacher.
- Check your schedule every day, at the end of 2nd period, to ensure that mandatory changes have not been made to your schedule by teachers or administration.
- Students may only choose **one** lunch per day. If for some reason it will not allow you to choose lunch, please see Mrs. Yontz, Mrs. Briggs, or Mrs. Worley before 8:15 AM.
- If the cafeteria is closed to students at lunch, cell phones are still not permitted inside the classroom.
- Mandatory PT tutoring overrides any and all other session choices, including clubs.

PERSONAL COMMUNICATION DEVICES ON SCHOOL PROPERTY

Our Perspective of Cell Phone Use at Madison High School

We are focused on student cell phone use because:

- practicing positive use of cell phones will also be practiced in future career and academic fields.
- it is important to make an intentional effort to be present and focus on positive academic and social behaviors.
- developing self-awareness about our individual use of technology in academic and professional arenas is crucial.
- we care about our students and want to see them flourish in the school setting.
- we want to create an environment where distractions are limited.
- we want to “Be Here Now” with each of you every day.

Why we think positive cell phone use is important:

- To avoid students taking inappropriate pictures/videos of themselves or other students/teachers
- To decrease temptation for students to make bad decisions on phone and end up in legal trouble
- To deter bullying
- To limit classroom learning distraction
- To work to minimize cheating

(PCD): SMARTPHONES, CELL PHONES, SMART WATCHES, COMPUTERS, IPOD's, KINDLE, IPAD's, ETC.

MHS recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. **Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible in the classroom or during any instructional time or as otherwise directed by school rules or school personnel.** Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices. Misuse will result in disciplinary action.

Definition - A PCD is defined as any telecommunications device that emits an audible signal, vibrates, displays a message, allows communications between individuals, or otherwise summons or delivers a communication to the possessor.

Using a PCD to threaten, harass or to transmit inappropriate material will not be tolerated. Such use is a violation of the Student Code of Conduct and may also be a criminal violation. Criminal violations may be reported to law enforcement and may result in arrest for the user and/or owner of the device.

PCD Allowed Uses:

- Students may use a PCD before and after school, during passing between classes, and during the students' lunch period provided the lunch period is not occurring in a classroom.
- Students may use a PCD after school during extracurricular activities, especially to keep parents informed about times to pick them up at school.

PCD storage:

- It will be the responsibility of the student to safeguard and store the PCDs during school hours.
- Lockers or personal vehicles are preferred areas of student storage.
- In the event a student does not have a locker or personal vehicle, a specific storage location will be required for PCDs while in the classroom.
- The school is not responsible for the safe-keeping or security of PCDs

PCD Misuse and Consequences:

- Headphones/earbuds (or any device that may interfere with them being able to hear) may not be worn in the hallways for safety purposes.
- All PCD's are to be inaccessible during instructional time.
- Improper use of PCDs during allowable times will result in the loss of the privilege to bring it to school.
- Possession of a PCD when the privilege has been lost may result in suspension from school.
- The use of ANY electronic device (including computers) shall not interfere with classroom activities.
- Unauthorized images and videos of self/students/faculty are not to be taken and/or uploaded and/or distributed on social media sites or other individuals

***Discipline for the use of a PCD will be administered as described in the chart below.**

1 st Offense	<ol style="list-style-type: none">1. Teacher will confiscate the device.2. Teacher will call the parent/guardian and will return the device to the student at the end of school day.3. Teacher does not turn the device into administration at this offense.
2 nd Offense	<ol style="list-style-type: none">1. Teacher will confiscate the device.2. Teachers must record the confiscation and the occurrence in the Educator's Handbook as a minor offense, then the device will be given to the front desk in the office.3. Device will only be released to the parent/guardian by administration.
3 rd Offense	<ol style="list-style-type: none">1. Teacher will confiscate the device and give it to administration.2. Disciplinary action will occur.3. A parent conference will be required in order to have the device released.
Refusal to relinquish device	Refusal to give the teacher or staff member a device when asked is an act of willful disobedience (Insubordination) which is a Level IV discipline rules violation.

PUBLIC DISPLAY OF AFFECTION POLICY

Students are expected to conduct themselves in a manner that is appropriate for a public school setting. Holding hands is an acceptable behavior, but kissing and embracing are not appropriate.

SCHOOL INSURANCE

Accidents do happen, whether on the athletic field, in the gym or cafeteria. Madison County Schools offers parents the opportunity to purchase student accident insurance from a private third-party insurance provider. The insurance provides coverage for medical costs associated with accidents at school and some options provide coverage for accidents that occur outside of school. Each year students are provided with the necessary enrollment forms. If you are interested in purchasing the insurance, please review the form and [return the form to school or send directly to the insurance carrier]. If you did not receive a form, please contact the office. **(Disclaimer: Madison County Schools has no direct affiliation with the insurance provider and does not receive any portion of the premium you may pay to the provider. This notice and the opportunity to purchase the insurance are provided merely as a service and convenience to parents.)**

STUDENT GOVERNMENT ASSOCIATION (SGA)

Madison High School Student Government Association is made up of elected representatives from each grade level and three student body officers: President, Vice-President, and Secretary/Treasurer. SGA members are the official student representatives for Madison High School. The purpose of this organization is to maintain continuous communication between students and faculty, build student participation/school spirit, and to offer students opportunities for leadership development. Elections for positions are held each spring. Students

interested in running must be in good academic standing; they cannot miss more than 24 periods in one semester and are elected by student votes, teacher recommendations, and a speech given to their peers. More information can be found on the MHS website.

SUMMER SCHOOL (Pending Annual Approval)

Summer school for credit recovery will be offered at the end of the spring semester. Students must be in good standing with attendance and have a final grade of 50 – 59. Summer school offers a student the chance to earn points to move the final grade to 60 resulting in passing the course, provided an adequate amount of work is completed. **There will be a charge of \$50.00 per course.**

SUPERVISION

All students must be out of the building and off school property by 3:30 PM unless under the direct supervision of a faculty member/coach participating in a school sponsored activity. On non-school days, students must be under the direct supervision of a faculty/staff member/coach.

TESTING

END-OF-COURSE TEST REVIEW PERIOD

Madison County Board Policy states that the two weeks prior to the testing window for EOC or North Carolina final exam, there are to be NO field trips, activity periods, or any activity that disrupts test review by teachers. Attendance for review and the test period is vital in students' success. Parents and students should make sure to review the school calendar in an attempt to avoid scheduling conflicts.

ARMED SERVICES VOCATIONAL APTITUDE BATTERY (ASVAB)

Each semester, a three-hour standardized test is given to interested sophomores, junior and seniors, free of charge whether they are considering the military after high school or not. These scores are used in career planning. This is an optional test for students who wish to take it in addition to the required session scheduled for all juniors in the spring semester.

SAT AND PSAT TESTS

The Preliminary Scholastic Assessment Test/National Merit Scholarship is a qualifying test better known as the PSAT/NMSQT. Madison High School offers the PSAT once a year. This test is a slightly shorter version of the Scholastic Assessment Test (SAT). However, it is constructed from questions used on previous SAT's. It will closely resemble the new SAT, with the exception of the writing component. **Students interested in taking the SAT/PSAT need to see the guidance department. Please note that there are fees associated with each of these tests.**

ACT

The ACT assessment will be given free of charge to all North Carolina 11th graders in March of the current school year. ACT test results are widely accepted by college admissions offices and considered an accurate gauge of classroom achievement. ACT results may be used at the high school level to identify students who need assistance with certain subject areas or academic skills, evaluate effectiveness of instruction, and make adjustments to curriculum to improve instruction. Colleges use the ACT for admissions decisions, course placement, academic advising and loans and scholarships. The ACT offers a dedicated website for NC that is specifically related to our administration of the ACT. You can find the NC specific ACT website at <http://www.act.org/stateservices/northcarolina/>.

WORKKEYS

Students who complete a four-course Career and Technical Education sequence are administered the WorkKeys examination in the 12th grade. WorkKeys provides a gauge of career readiness and is widely recognized as an industry credential. WorkKeys assessments measure “real world” skills critical to job success in the areas of Workplace documents, graphic literacy, and applied math. These skills are valuable for any occupation – skilled or professional – at any level of education, and in any industry.

TRANSCRIPTS

All transcripts must be requested in writing from the Student Services Department. The front office keeps a transcript request book. You must sign and date this book in order to receive a certified transcript. After graduation transcripts must be requested in writing from the Central Office.

TOBACCO



Students, parents, and faculty are not allowed to have tobacco on campus at any time! North Carolina state law requires all public schools and grounds to be **TOBACCO FREE**.

TRANSFERS/WITHDRAWALS

A student is eligible to attend Madison High School only if he/she is living with a parent, legal guardian or spouse whose residence is within Madison County. Students wishing to attend Madison High School who are not legal residents of Madison County should contact the school superintendent to request a transfer **and the transfer must be approved by the school board**. The parent must be present when the child is enrolled in school and should bring a withdrawal form from the previous school, birth certificate, and immunization records and if available, previous school records. Residency must be verifiable. **Students living outside Madison County wishing to attend Madison High School must reapply to the school board for the transfer and pay the out-of-district fee annually.**

Students withdrawing from Madison High School prior to graduation must complete a withdrawal form. **The parent or legal guardian must come to the school office and sign the official withdrawal form.**

MADISON COUNTY SCHOOLS ANNUAL PUBLIC NOTICES

2021-2022

At the beginning of each academic year, School Districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices.

The Madison County Schools Annual Public Notices for 2017-2018 can be found on the Madison County Schools website by clicking on the following weblink: www.madisonk12.net.

Should you desire a hard copy of these public notices you may obtain one at your child's school office or at the office of the Superintendent of the Madison County Schools located at 5738 US Hwy 25-70, Marshall, NC 28753.