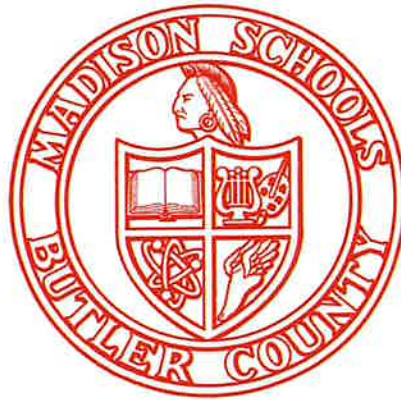


**2025-2026**

**MADISON ELEMENTARY SCHOOL  
STUDENT AND PARENT HANDBOOK**



**Madison Elementary School  
5795 West Alexandria Road  
Middletown, Ohio 45042  
513-420-4755**

**Principal – Mindy Amann  
Assistant Principal – Joel Siler**



# **MADISON LOCAL SCHOOL DISTRICT BOARD OF EDUCATION**

## **Board of Education Members**

**Mr. Aaron Lawson (President)**  
**Mr. Alex Webb (Vice-President)**  
**Dr. Paul Jennewine**  
**Dr. Joe Solomito**

## **Welcome to Madison Elementary School**

To those of you new to the district and to everyone returning for another year we hope you and your child have a wonderful school year. The entire staff is dedicated to providing a high quality education to every child. This document is full of information relating to our school. The topics are arranged in sections with an index in the back to make finding specific information easier.

## **MISSION STATEMENT** **Madison Local Schools**

The staff, students, families and community members of the Madison Local School District are committed to working together to ensure that all our students become contributing members of a global society. We intend to do this by:

- Creating a safe learning environment that promotes and expects academic excellence and a desire for lifelong learning.
- Setting high standards and expectations for all
- Providing programs that will meet individual needs
- Assisting each student to develop a positive self-image and sense of self-worth
- Equipping students with the tools to adapt to a rapidly and constantly changing world

## **VISION STATEMENT** **Madison Elementary School**

Madison Local Schools' mission is to equip and inspire students  
to pursue their individual purpose in life!

## **I. ADMINISTRATIVE PERSONNEL, MADISON SCHOOL DISTRICT (513-420-4750)**

Jeff Staggs, Superintendent  
Mrs. Barb Sturgis, Administrative Assistant  
Mr. Kevin Casey, Director of Special Education  
Mrs. Debbie Morrison, School Psychologist.  
Ms. Kelley Campbell, Interim Treasurer



## MADISON ELEMENTARY SCHOOL STAFF MEMBERS

Mrs. Mindy Amann	Principal	Office 706
Mr. Joel Siler	Assistant Principal	Office 704
Mrs. Julie Conley	Nurse Assistant	Office 703
Miss Julia Hall	Counselor	Office 708
Mrs. Debbie Morrison	Psychologist	Office 804
Mrs. Joy Shaw	Technology Director	Office 820
Mrs. Cindy Watson	Secretary	Office 701
Mrs. Amanda Young	Secretary/Central Registration	Office 807
Mr. Kevin Casey	Student Services	Office 809

### Section 40

#### TRANSPORTATION

Transportation is provided to all Madison Elementary children. The Madison School District does not provide supervision at bus stops. Children should not arrive at the bus stop more than five (5) minutes before the bus arrives. The parent(s) is responsible for controlling his/her child's behavior at the bus stop. School personnel will not handle bus stop misbehaviors either before the bus arrives or after the child is dropped off in the afternoon.

Students are allowed to talk quietly on the bus, but otherwise are expected to behave as they would in class. A complete set of bus rules are found in Section II, Discipline. Bus safety, procedures, and evacuation drills are covered the first two-week of school. If you have any concern or would like additional information about bus safety or these drills please contact the Principal or the transportation director (see above phone numbers).

Unless the school receives a note stating they are to do otherwise, students are put on their regular bus home. Teachers will NOT HONOR the child's verbal request to be dismissed with someone other than the parents, to ride another bus home, nor wait after school for a parent. Dismissal is at 3:20. **All requests for change in a child's routine at dismissal should be in writing or in person before 2:30.**

Parents should instruct students to never accept rides or treats from strangers. Following dismissal students must go directly home, either by bus or their parent's car.

Parents who transport their children to school should not bring them to school before 8:25 a.m. We will open the doors at 8:25 and hold students in the fish bowl until 8:30 a.m. Supervision is provided, for a fee, before and after school through our Latchkey program. Contact the office for details.

### Section 50

#### Drop Off / Pick-Up and Dismissal

**Student drop-off begins at 8:25 A.M.**

**Students are to be dropped off for school at door #5.**

**Students arriving late/tardy (after 8:40)** are to be dropped off at door #5. Late/tardy students must report to the lower level office with a guardian, sign in and receive a pass, which will permit the student to enter their classroom. **A guardian must sign in their late students. If a parent does not sign in their child, they will be contacted and will need to return before the child is admitted to class.**

**Car riders are dismissed from the elementary at 3:10 P.M while Bus riders are dismissed at 3:20 P.M.**

Student's in kindergarten and first grade along with their siblings in third, fourth, and fifth grades who are being **picked up after school** are to be picked up at door #7. Door #7 is the door that is located in front of the building nearest the Football Field. We will do our best to get your child to you safely and quickly. We will be loading 8 cars at a time and if your child is not at the designated loading zone when you pull up to the loading zone, you will be directed to park. We want the line of vehicles to keep moving in an orderly manner and avoid the frustration you may sometimes feel when your child is already in your car but you are waiting for a vehicle in front of you to have their children arrive and get in their car. **Please make sure your car tag is visible at all times.** **During drop-off and pick-up times there is a right turn only policy at the door #7 stop sign.**



Students in grades second, third, fourth, and fifth who do not have a sibling in kindergarten or first grade will be picked up at door #3. This is the entrance to the upper level of Madison Middle School and is located near the bus loading area used by Madison Junior / Senior High School. Cars are to line up in single file lines. Once the row gets to the bus lane a new row should be started. Car riders in grades 2-5 without younger siblings will be dismissed all together and asked to walk around and find their car. School staff members will do their best to get your child to you safely and quickly. Please note that we will be loading all cars at the same time and no cars can leave until directed to do so by a staff member to ensure all students have been loaded. Cars will be dismissed once all students have found their cars. Late cars will be loaded after all cars have left. **Left turn only when exiting the side lot.**

## **SIGNING YOUR CHILD OUT/TRANSPORTATION CHANGES**

If your child needs to go home a different way than usual, you must send a written note to the teacher. This ensures the teacher knows the change has your approval. The note will then be sent to the office for a secretary or administrator to sign. **While written notes are the preferred method of communication**, we understand that last-minute changes sometimes occur. In these cases, **please call the school before 2:30 PM**. After this time, the office becomes extremely busy, and it is difficult to ensure important information is handled with the attention it requires. **Please do not call the office after 2:30 PM to request a change in your child's method of transportation.** Madison Elementary serves approximately 675 students, and our priority during this time is ensuring a safe and smooth dismissal. If you need to pick up your child early, they must be signed out **before 3:00 PM**. Afternoon announcements begin at 3:10 PM, and all students being dismissed are called to the office at the 3:20 PM dismissal bell. These procedures are in place to help us maintain student safety.

### **Section 60**

#### **CHANGE OF ADDRESS OR PHONE**

It is the responsibility of the parent to notify the school in writing that a phone number (home, work, emergency, etc.) has been changed. Parents must notify the school of address change.

When parents move from the Madison Local School District they must notify Madison Elementary School. In most cases they must withdraw their child. Other arrangements may be available, please contact the school for additional details. In the case of divorced parents, they must attend school in the district of the custodial parent's residence. Occasionally other circumstances exist such as court placement or custodial changes allowing children to attend Madison Local Schools

### **Section 70**

#### **COMPULSORY ATTENDANCE – STUDENT ATTENDANCE POLICY**

Ohio State law states that parents must see that their children are in attendance every day that school is in session. Children may be excused from school for the following reasons:

##### **II. ABSENCES**

The state acknowledges the following as legal excused absences:

- Personal illness (A doctor's note is required when the student is absent 4 or more consecutive days.)
- Quarantine for a communicable disease
- Religious holiday (Documentation may be required)
- Death of a relative (This is usually limited to 3 days)
- Emergency circumstances (Must be approved by administration)

When students are absent from school, a parent/guardian must call the school office (420-4755) the morning of the absence. If a parent/guardian cannot call in, our office is required by Ohio law to attempt to contact the home of the absentee by telephone or mail. Even though an absence has been called in, it is required that a note signed by a parent/guardian be sent in upon the child's return to school. This note must explain the reason for the absence and the date(s) of absence.

##### **III.**

##### **IV. EXCUSED ABSENCES**

Absences will be excused if they meet the requirements listed above. However, each student will only be allowed to accumulate 10 excused absences (parent/guardian notes) **per year**. After a student has accumulated 10 excused absences, from the parent, he/she will be required to provide a note from their doctor for any subsequent absences. Special cases are subject to the administration's judgment. If a student is out of school on an extended absence (10 or more consecutive





school days), the school must receive a written notification from a certified physician within 10 school days from the start of the extended absence. The school administrators can authorize excused absences in cases of special circumstances. If unauthorized absences continue, the case will be referred to the district's attendance officer for further disposition (see Truancy).

## **V. MAKEUP WORK**

Upon return from an excused absence, the student is responsible for obtaining any required makeup work. A student is given the total number of days plus one to make up any missing work. If you would like to pick up work for your child during their absence, please notify the office 24 hours in advance to allow the teachers to prepare the work for your student.

## **VI. PLANNED ABSENCES**

Madison Elementary encourages family activities/vacations to be taken during the holidays. It is very hard for a student to make up work that they have missed because many of the classroom activities are interactive and hands-on. However, we understand that legitimate exceptions can take place. In such cases, we require that a note be sent to school **prior** to the absence. Whenever possible, the scheduled work will be given to the student that has given adequate prior notification.

## **House Bill 410**

A positive school climate requires students to: follow school rules; accept guidance from school staff; respect themselves and others; and be active citizens. The Board of Education has zero tolerance of violent, disruptive or inappropriate behavior by its students. Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This policy will be reviewed periodically.

It is the responsibility of students, teachers and administrators to maintain a school environment that:

- Encourages all students to be actively engaged in their learning;
- Has consequences that are fair and developmentally appropriate;
- Relies on preventive and supportive interventions to support positive behavior and academic outcomes; and
- Fairly enforces the Student Code of Conduct/Student Discipline Code.

All students and families are provided a copy of the Student Code of Conduct/Student Discipline Code, which contains the rules and regulations that each student is expected to adhere to while in school or participating in any school-related activity, regardless of its location. The district has developmentally and age-appropriate discipline strategies ranging from preventative approaches to supportive interventions to address student misbehavior, including excessive absences. Students who do not follow school rules on school property and/or at school-related events will be disciplined according to the terms set forth in the [District's/Board] approved Student Code of Conduct/Student Discipline Code. The Student Code of Conduct/Student Discipline Code provides students and families with examples of the types of behaviors that would subject a student to disciplinary action ranging from suspension or expulsion to other less severe forms. Suspension and expulsion will only be used once other options have been exhausted, unless the student's behavior poses a threat to the safety of him/herself or others.

A student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse or other harmful or disruptive behavior toward school personnel or school personnel's property during non-school hours.

If a student's suspension is longer than the school year, the student will not be required to complete the suspension at the beginning of the next school year. However, the student may be required to complete community service or an alternative strategy for engagement, per the Superintendent, to be completed during the summer.



Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce students absences including, but not limited to:

- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; or
- Referral for truancy if applicable.

Ohio law requires schools to monitor student attendance closely. If a student is absent—**with or without a legitimate excuse—for 38 or more hours in a school month or 65 or more hours in a school year**, the following steps will take place:

- The school's attendance officer will notify the student's parent, guardian, or custodian once the absence threshold has been reached.
- If a student's absences continue and meet the criteria for **habitual truancy**, the Principal, attendance officer, or Superintendent will assign the student to a **District Absence Intervention Team**.
- This team will create an **intervention plan** to support the student in improving attendance. Every effort will be made to include the parent, guardian, or custodian as a member of this team.
- Once developed, the intervention plan will be shared with the student's parent, guardian, or custodian.

Please note: **Students will not be suspended or expelled from school solely due to excessive absences or truancy.**

**Perfect Attendance** – Students who have 100% attendance and zero tardies (arriving late and leaving early) during a school year will be recognized with a Perfect Attendance certificate at the end of the year. Please know, perfect is perfect.

## Section 80

### **FIELD TRIPS**

Under normal conditions, each grade level takes up to two field trips per year. Field trips can provide many learning experiences by providing students with enrichment beyond the classroom. Parents must sign permission for their child to take the field trip. Teachers send home information to parents regarding the date, place, etc. of the field trip. All students are expected to go on field trips with their class. Students must ride school provided transportation. Field trips are part of the academic landscape and reflect not only academic standards but SEL standards as well. Due to poor behavior on the part of the student he or she may and or will be excluded from a trip at the discretion of the parent, teacher or administration. **Students must ride the bus to and from the field trip. Students are not permitted to sign out from a field trip unless it is an emergency and has the approval from a building principal.**

## Section 90

### **HOMEWORK POLICY**

The role of homework as a link between home and school is a vital one. Homework assignments can serve as means of providing a bond of common effort between parent, child, and teacher. Every effort will be made by the classroom



teacher to ensure that assignments are: necessary and useful, appropriate to the ability and maturity of students, well explained and clearly understood by both child and parent

Homework assignments should never take more than forty (40) minutes to accomplish. Teachers may, however, send homework not completed in school to be done at home, or work that requires more practice than time allows at school. Spelling lists or math facts are prime examples of homework in this category. Project assignments and independent study projects are examples of schoolwork that can be done out of school. All completed homework assignments will be acknowledged. Homework assignments will not be used as a form of punishment.

## **Section 100**

### **LOST AND FOUND**

The “Lost and Found” is usually filled with high quality unclaimed items. We suggest that names be placed on student items when possible. Feel free to come to school and look for any item that your child has lost. Encourage your child to check the “lost and found” whenever he/she is missing items. Items of value are to be claimed from the secretary. Valuables should not be brought to school. Despite reasonable efforts to locate misplaced, lost, or stolen items occasionally they are not found.

## **Section 110**

### **MEAL PROGRAM**

#### **Madison Local School District Lunch Charging Policy**

Students and staff in the Madison Local School District may prepay for school lunches utilizing our point-of-sale lunch account system. Lunch may be pre-paid daily, weekly, monthly, or even annually. Money may be deposited directly in the school cafeteria, or for your convenience, online. Online payments may be made by setting up an account on [www.payschools.com](http://www.payschools.com), where you can make deposits using a credit/debit card, monitor accounts, and even set up low balance reminders. Even if you choose not to make online deposits which will charge a small fee, setting up an account at [www.payschools.com](http://www.payschools.com) will allow parents to monitor spending, and set up low balance reminders for free. Parents may also download the free mobile phone app at [www.payschools.com](http://www.payschools.com) for additional convenience.

While the food service department at Madison Local Schools strongly discourages lunch charges, we understand that an occasional emergency may make it necessary. The following guidelines have been developed to help parents and staff understand the charge policy so that uncomfortable and awkward situations may be avoided, and allow students to have the most options in regard to their school lunch.

#### **Elementary School**

Students at Madison Elementary School may charge no more than three regular school lunches and no extras.

After the third lunch charge, the student will be provided with a peanut butter or cheese sandwich and a carton of milk for a minimal charge. The alternative meal cost will be added to the student's debt. After five days of non-payment, or if steps have not been taken to apply for assistance, or if the parent/guardian has not contacted the food service department to make arrangements, the student's lunch privileges may be stopped. The cafeteria manager will monitor the student at lunch to ensure the student is receiving a lunch provided by the parent. It is strongly recommended that parents/guardians make meal payments in advance. Personal checks and cash deposits are accepted daily in each cafeteria or payments may be made online at [www.payschools.com](http://www.payschools.com).

**Low Balance Notification** – While parents may monitor balances and even set up low balance reminders at [www.payschools.com](http://www.payschools.com), the school will utilize the automated calling system to make low balance phone calls daily when a student's balance reaches the following limits:

Balance between \$6.00 and \$0 – a reminder call letting you know that your student's balance is low.



Balance between \$0 and negative \$7.95 – a reminder that your student balance is at zero or negative and your student is now accruing lunch charges. Students in the elementary school will be allowed three regular lunch charges before being offered an alternative lunch.

Balance between negative \$7.96 and negative \$11.70 – a reminder that your student's lunch balance is approaching the charge limit and if not paid in full, your student will be denied a school lunch and it will become the parent's responsibility to provide the student a lunch.

Balance in excess of negative \$11.71 – a reminder that your student is no longer receiving a school lunch of any sort and it is the parent/guardian's responsibility to provide the student with a lunch. The food service director and Principal will be monitoring to ensure that lunch is being provided by the parent/guardian.

A federally supported breakfast is served each school day between 8:25 and 8:40 a.m. Children who are eligible for free and reduced lunch are automatically eligible for free or reduced breakfast. Staff members will provide supervision during breakfast.

Lunch will be served each day in our cafeteria. Students have 25 minutes for lunch. At least one staff member is assigned to lunch supervision at all times. This staff member may not be a teacher.

Parents are strongly urged to purchase lunches on at least a weekly basis, if possible, and on the first school day each week. This will greatly simplify the lunch procedure for parents, students and the school. Students may bring a sack lunch and just buy milk. Children who bring their lunch should not bring flip top cans or glass bottles. Either of these type containers can be a safety hazard to the students in the cafeteria. We strongly discourage the consumption of carbonated beverages during the lunch period.

Parents are welcome to occasionally eat lunch with their children. **However, we strongly suggest that you purchase the school meal and not bring food in from fast food restaurants.** Fast food is a "big deal" to students. Bringing fast food to the cafeteria for a selected few creates an uncomfortable environment for the other students. Specific questions concerning account information may be obtained by calling the cafeteria manager.

## **Section 120**

### **PARENT-TEACHER CONFERENCES**

Conferences are scheduled twice a year and during after school hours. All parents are urged to participate in these programs, as this is an excellent opportunity to privately discuss the child's progress in school with the teachers. Conference dates and times will be included on the school calendar. Parents desiring a conference at other times should call the school and make arrangements. "Drop-in" conferences, whether with the Principal or teacher, are generally discouraged since teachers are only allowed conferences during non-classroom time, and the Principal may have other conferences or activities scheduled.

## **Section 130**

### **PARTIES**

1. Birthday – A parent who wishes to **bring a small treat in for the class on their child's birthday may do so by contacting the teacher ahead of time.** (PLEASE BE AWARE OF CLASSMATE ALLERGIES)
2. Three other parties are scheduled each year: Fall Festival, Winter Celebration, and Valentines Day.
3. Classroom parties may occur at different times for each grade level.
4. Parents may be asked to contribute to the cost of the three parties.

## **Section 140**

### **PARENT TEACHER ORGANIZATION (PTO/TRIBE)**

All parents/guardians who have children attending Madison Elementary School and all Madison Elementary School staff are members of our TRIBE team.

Our TRIBE team sponsors several fundraisers and programs throughout the school year. Your support of these fundraisers and programs is greatly appreciated.

## **Section 150**





## **PARENTS VISITING THE SCHOOL DURING SCHOOL HOURS**

When parents visit the school, they are always required to first check through the office and present their **drivers license or state issued ID** to receive a visitor's badge. Drivers Licenses will be scanned with our Identification System.

There are occasions when parents are specifically invited to Madison Elementary to take part in a special planned activity or occasionally parents may wish to visit their child's classroom. Such visits should be scheduled through the Principal's office.

Occasionally a non-custodial parent will request that he/she be allowed to visit their child during school hours. The courts in the divorce decree grant visitation rights; therefore, the school has no authority to extend those rights beyond those granted by the court.

### **Section 155**

#### **ADULTS IN COSTUME VISITING THE SCHOOL**

Occasionally, and especially during the holiday seasons such as Christmas or Easter, a very well intentioned adult may dress up in a seasonal costume and pay a surprise visit to school or the classroom. Parents or adults are respectfully requested to please not do this for the following reasons:

1. A full day of activities may already have been planned.
2. Unfortunately we live in an age when the potential is present for a person with bad intentions to disguise herself/himself in this way. Safety is our first objective.
3. Costumes do present a distraction.

### **Section 170**

#### **RECESS POLICY**

Madison Elementary students are provided a scheduled recess each school day. The staff feels strongly that a break from class work is important, but the students also learn the lessons of cooperation and fair play on the playground. Parents should dress children so they may go outside. The policy is to take students outside if the temperature is **over 25 degrees including wind-chill factor**. If the weather is too bad, then an indoor recess will be held in the classroom or the gym, if available.

If the teacher receives a note from the doctor asking that a student be kept in from recess the doctor's instructions will be followed explicitly for whatever period of time is requested. Parent requests to keep children in from recess will be honored from 1-3 days. Requests for longer periods of time should come from a medical doctor.

The policy is to always have Madison Elementary staff members supervising recess. Most of our accidents and discipline problems occur on the playground. Parents are asked to periodically review with their child the playground rules found in the ***Discipline*** section of this handbook. Our custodial staff periodically checks the playground equipment for safety hazards.

### **Section 180**

#### **RESPONSIBILITY FOR TEXTBOOKS AND WORKBOOKS**

Textbooks when used are furnished for the year, free of charge, to each student. Parents will be charged for lost or damaged textbooks.

Consumable workbooks are furnished, at charge, to each student. A schedule of school fees is listed in the back of this book.

### **Section 190**

#### **SCHOOL CLOSINGS**

If schools are to be closed or delayed local radio and television stations will carry an announcement plus all parents are contacted via the PreK-12 Parent Phone Notification system. Delays could come in the form of one or two hours. In the event of a two-hour delay all half-day programs will run on a delayed schedule. Latchkey will still operate on their regular schedule during delays. However, if a delay turns into a closing latchkey will close and parents will be expected to make arrangements to pick up their child. Remember, the school will only release a child to an adult designated (and on file in the school office) by the parent.



### **Early School Dismissal**

Seldom do Madison Schools have an unplanned early dismissal. Most often a sudden winter storm will be the cause. Parents are cautioned that an unplanned early dismissal is a rare occurrence due to the potential havoc it can create. Since they are so infrequent, it is important that all of us review periodically what to do in that event. The following procedure will be followed in the event of an unplanned early dismissal.

Ideally, an adult will be at home if a child comes home from school early. Since the ideal is rarely attainable, parents should make arrangements as to where their child should go if they are not at home, should an early dismissal occur. A close neighbor is the logical place. Parents should make these arrangements and inform their child.

As soon as the decision to dismiss early is made a phone call will be made to all parents using our PreK-12 Parent Phone Notification system. Instructions will go home the first of the year explaining to parents how to maintain the correct phone number for this system.

Bus drivers have been instructed that when there is an early dismissal, they should try to determine if someone is home to receive the child. If they, in their judgment, believe no one is home, they are instructed to keep the child on the bus and take them back to the school. Parents will then be contacted to pick up their child.

### **Section 200**

#### **FIELD DAY/FUN FESTIVAL**

Events are scheduled for student participation at the end of each year. Madison Elementary TRIBE team sponsors this event.

### **Section 210**

#### **TELEPHONE (USE BY STUDENTS)**

Telephones in the school are for business purposes. In emergencies only, students may obtain permission to use the phone from their teacher. We will not allow students to call when they have forgotten something at home or to make arrangements to visit with another child after school. Each child must learn to accept the consequences of his/her actions: The school nurse will contact you if your child is ill.

**Students are not permitted to have cell phones/Smart watches or any other Personal Communication Device.** If a PCD is out during the school day or causes a distraction the PCD will be confiscated and given back to the student at the end of the day. If a student has any future instances where the PCD is not kept out of sight or becomes a distraction the PCD will be taken and turned over to the parent and appropriate consequences will be assigned. Parents will need to come to the school to get their child's PCD back.

### **Section 215**

#### **TELEPHONE SYSTEM (BUILDING)**

**Madison Elementary School's telephone number is 513-420-4755.**

When you dial this number, it will ring at the desk of a building secretary. The secretary will answer the phone and route your call to the appropriate staff member. If the secretary is unable to answer the phone in a specific number of rings, the call will automatically cycle to another phone located on a different secretary's desk. This cycle of automatically transferring calls should allow you (the parent/guardian) to receive a "live" response to your phone call.

In the unlikely event your call cannot be answered before a designated number of rings, it will cycle to the "daytime call handler." The daytime call handler will answer your telephone call and provide you (the caller) with a predetermined message and options.

### **Section 220**

#### **VOLUNTEER AIDES**

Madison Elementary School uses many volunteers (primarily parents) to help during the school year. Many volunteers like to help the teacher by running papers, etc., while others are willing to help whenever they are needed and even work with students. Any parent, or grandparent, who would like to volunteer, may do so by contacting their child's teacher or the school office. Volunteers who serve on a regular basis will be required to have a background check conducted at our Board office.

### **Section 240**



## **BUS EXPECTATIONS**

It is our privilege and pleasure to furnish eligible\* students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Madison Local School buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

**Notice:** The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

### **Cell Phone Guidelines**

The Madison Local School District realizes that cell phone use is an important line of communication between parents and their children. Cell phone use by students can cause dangerous distractions for the bus driver.

- Cell phones may be used for emergency purposes only.
- Cell phones may be placed on vibrate but may not be visible while on the school bus.
- Students may not use cell phones for social reasons.
- Using the cell phone for text messaging, taking pictures of self or others to transmit or store, and/or illegal activities will be considered inappropriate use of the cell phone.
- Parents/students will assume any and all responsibility for loss of the phone and will be responsible for its safe keeping.

Students may only use their cell phones on sports/activity trips in two situations: in order to call a parent for a ride and in a medical emergency situation.

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or bus rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Principal.

Infractions resulting in Administrative Action:

### **Level I (Minor) Infractions**

Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions include:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus or out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering or throwing objects from the bus
- Any other infraction of the building's student behavior code

### **Level II (Major) Infractions**

Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public.



- Three repeated Level I (Minor) Infractions
- The threat of violence to the driver or other school employees
- Harassment of other students
- The use of profanity directed at the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, firecracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

*The following actions are considered recommended guidelines to correct behaviors that could create an unsafe environment:*

**(1) Administrative responsibility prior to the 1st Written Report:**

Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment (for a new student).

**(2) Driver's responsibility prior to the 1st Written Report:**

The first (1st) Level I infraction will result in a warning to the student from the driver. The second (2nd) Level I infraction will result in a phone call to the parent or guardian by the driver and a possible move of the student's seating assignment. The third (3rd) Level I infraction will result in the student's first written conduct report. Level II infractions will result in a written conduct report without warning.

**(3) School administrator's responsibility upon receiving written conduct report:**

All bus conduct referrals written by the driver shall be submitted to the Transportation Department administration; a copy will be sent to the appropriate school's administrator. The school administrator will render consequences appropriate to the infraction. Consequences issued by the school administrator are generally in accordance with the consequence chart below but are subject to the decision of the school administrator and may be dependent upon the situation, circumstances, and/or the student. After rendering appropriate consequences, the school administrator will inform the parent/guardian of the report and consequences administered to the student. A copy of the written conduct report, including the administrator's comments and/or actions will be returned to the transportation department. The Transportation Department administration will inform the driver of the disciplinary action taken.

**Recommended Consequences for Level I & II Bus Rules Infractions:**

	<b>Level I</b>	<b>Level II</b>
First Written Report	Principal action	Principal action
Second Written Report	Principal action	3 days off bus
Third Written Report	3 days off bus	5 days off bus
Fourth Written Report	5 days off bus	10 days off bus
Fifth Written Report	10 days off bus	Expelled
Sixth Written Report	Expelled	

**Section 250 SCHOOL EXPECTATIONS**

**GENERAL POLICIES**

The three general ideas our discipline plan are based upon are:





- ☐ **Students taking care of themselves.**
- ☐ **Students taking care of others.**
- ☐ **Students taking care of their school.**

These ideas don't eliminate the need for specific rules but it does give the students the framework around which they can base their behavior and actions.

Example #1: A student choosing to color or play with a toy when they should be writing a story is an example of them not taking care of themselves or their responsibilities.

Example #2: A student talking in class, distracting others, or running in the hallway is an example of not taking care of others or themselves. This interferes with both their learning and the learning of others. Running in the hallway has the potential of injuring themselves and others.

Example #3: A student sits on the bathroom sink, puts water on the floor or kicks the wall leaving a mark is an example of not taking care of their school.

### **BUS BEHAVIOR EXPECTATIONS**

The Principal, Assistant Principal or guidance counselor will deal directly with bus discipline problems. The administrator will receive the Bus Conduct Report, investigate the reported behavior infraction, and administer appropriate discipline.

### **LUNCHROOM BEHAVIOR EXPECTATIONS**

- Students may talk quietly to other students at their own table.
- Lights out indicates students must get absolutely quiet.
- Good table manners and behavior are to be practiced at all times.
- Students must properly dispose of all paper trash and place their silver and their trays in the proper place.
- Students must not throw anything in the cafeteria.
- Students must walk, not run, in the cafeteria.
- Students should keep their hands to themselves.
- Students should eat only the food on their own tray that they have purchased.
- Students must have permission to be on the cafeteria floor.
- Students are responsible for their own minor spills.

**CLASSROOM BEHAVIOR EXPECTATIONS**— Each teacher will provide to his/her students, and their parents, a list of their specific class and/or grade level expectations.

### **PLAYGROUND BEHAVIOR EXPECTATIONS**

Rules will be determined based on the age and maturity of the students. Students are not permitted to bring footballs to recess. Students are permitted to bring their sports balls to recess. (Basketball, Soccer) Tag is not to be played during recess due the limitations of the size of the playground.

### **RESTROOM BEHAVIOR EXPECTATIONS**

Student actions in the restrooms are limited to walking into the restrooms, using the restroom, washing their hands, and walking back out, done as quickly as possible.

### **Section 255**

#### **CHARACTER EDUCATION**

Character development is an important element of Madison Elementary School's continuous school improvement process. Character development is to be included in all instructional programs for all students. The modeling of good character is expected of all staff and students because it is a powerful means of developing and reinforcing positive character in schools. Students who exhibit good character contribute to safe and orderly schools, to student achievement, and to positive student and staff morale.



Character development includes the study and practical application of ethics and codes of conduct acceptable for society. It provides opportunities to develop skills necessary to determine right from wrong, to understand consequences, and to make appropriate choices. Developing good character should be and is an ongoing process.

The following are Madison Elementary School's character objectives:

1. To develop the wisdom and good judgment to make reasoned decisions.
2. To develop a sense of justice that is informed by fairness, honesty, and civility.
3. To develop and demonstrate respect for self, respect for others, and respect for property.
4. To demonstrate tolerance and understanding of others regardless of race, gender, ethnicity, disability, national origin, religion, creed, socio-economic status, marital status, pregnancy, personal record, sexual orientation, or political belief.
5. To demonstrate compassion for others through the development of empathy, kindness, and service.
6. To demonstrate discipline and responsibility by exhibiting self-control and the willingness to admit mistakes and correct them.
7. To develop a positive attitude that reflects hope, enthusiasm, flexibility, and appreciation.
8. To demonstrate pride in oneself and others by doing the best for self, family, school, and community and by respecting the achievement of others.
9. To exhibit personal and academic integrity through honesty, expressing beliefs in appropriate ways, and working to one's full potential.

### **The 9 Mighty Mohawk Principles of Exceptional Character**

- **Positive Attitude / Zest**
- **Self-Control**
- **Gratitude**
- **Selflessness**
- **Grit**
- **Empathy**
- **Integrity**
- **Optimism - Humility/Mudita**

### **Section 260**

#### **DRESS**

We urge parents to cooperate with the school in requiring proper clothing and grooming. The way children dress for school is very important. Their appearance has an impact on their conduct, on their self-esteem, and on the atmosphere of the school. Our regulations pertaining to dress are aimed at eliminating conditions, which interfere with instruction or create problems of conduct and adversely affect pupil relationships.

#### **The dress and grooming of all students shall be neat, clean, and conform to the school standards.**

- Bare midriffs and halter-tops are not acceptable and are not to be worn in the school.
- Shorts should not be worn during the months of November through March. The weather is cooler during these months and we feel your child will be physically uncomfortable when he/she is outside for recess. Shorts need to be appropriate in length. When a child reaches down to their side, fingertips must not hang lower than the bottom of the student's shorts.
- Ripped/torn jeans with tears / holes must be below a student's fingertip when arms are down to their sides.
- Hats and sunglasses are not to be worn in school. (unless permission is given)
- Lettering or pictures on shirts or wearing apparel will not be worn if vulgar, immoral, disruptive or degrading.
- Apparel that advertises alcohol or other drugs will not be worn.
- The wearing of "flip flops and sandals is prohibited due to safety concerns and the need for frequent repair.



- Any shoe a student wears must have a strap around the heel.
- Children should dress in clean, neat clothes, proper for school and the type of activities involved in school.
- Boots, coats, mittens, and other wearing apparel should be marked with the child's name so that it can be easily identified. This prevents misunderstandings and the loss of valuable clothing items.
- Zippers, button snaps, etc. should work properly so that small children can operate themselves.
- Shirts are to be hemmed at the sleeve or shoulder. Spaghetti Straps are not appropriate for school. You should be able to see the strap on both sides of your fingers when an adult places his/her index, middle and ring finger, over the top of the strap. Your fingers should be positioned side-by-side, touching together when you perform this check of the strap.
- Students are expected to dress appropriately at all times. **Clothing, accessories, or hairstyles (including hair color)** that disrupt the educational environment or pose a safety risk will not be permitted.
- **Student attire should be age-appropriate and should not be distracting to others.** These guidelines are in place to help maintain a respectful, safe, and focused learning environment for all.

**If a student's clothing/dress is inappropriate for school, parents will be called and asked to bring in a change of clothes for their child. The school administrator has final say if a student's dress is appropriate.**

A 'lost and found' area is maintained at school. Parents should encourage children to check for lost items.

### **Section 270** **SEARCHES**

Student searches – Under the U.S. Constitution, a child is a person and cannot be subjected to unreasonable searches. Reasonable suspicion must exist that the student is concealing contraband or dangerous or stolen property. In front of a witness, students can be asked to empty their pockets.

Desk and Locker searches - Desk and lockers are the property of the school district and with reasonable suspicion, may be searched by school officials.

### **Section 280** **SEXUAL HARASSMENT**

Sexual harassment is prohibited by the Madison Code of Conduct (see Code of Conduct in this handbook). The following represents the Madison Elementary policy prohibiting sexual harassment.

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, patting, verbal comments of a sexual nature; name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to these students in accordance with the district's suspension/expulsion procedures.

### **Section 285** **Bullying**

Any student, employee or third party who has knowledge of conduct of bullying or feels s/he has been a victim of aggressive behavior and/or bullying is encouraged to immediately report his/her concerns to a teacher or school Principal.

### **Section 287** **Latchkey**

Parents may sign their child up for the Latchkey before or after school program. Forms are available in the offices of Madison Elementary School. The Latchkey program has a cost for participation. The cost of the program is detailed in the latchkey form that can be picked up at Madison Elementary School. Students participating in the Latchkey program are to be signed in and signed out of the program each day by their parents or guardian. Students participating in the Latchkey Program are to enter and exit the building through door number 5. Latchkey students need to report directly to the assigned location before and after school.



**MADISON LOCAL SCHOOLS**

**CODE OF CONDUCT**

**INTRODUCTION**

The Ohio State Department of Education requires that a “Code of Conduct” govern student conduct. The goal of any code of conduct is to prescribe the parameters of acceptable behavior and the consequences of disruptive behavior. Students would know what is expected of them and must be cognizant of what will happen if they fail to follow behavioral prescriptions. A conduct code, however, must be sufficiently flexible to deal with unexpected circumstances or behaviors. Individual judgment and interpretation, even with a clearly defined code, play a prominent role in creating and maintaining a positive school climate. Thus, the purpose and focus of the Code of Conduct for the Madison Local School District is specific: That the code may serve as a mechanism for informing students, teachers, and parents about ground rules for student behavior in the school setting; that this school setting will promote and produce the most positive educational environment in which the student can perform.

Date Board Approved: March 2018

**MADISON LOCAL SCHOOLS**

**STUDENT CODE OF CONDUCT**

This code of regulations is adopted by the Board of Education of the Madison Local School District pursuant to Sections 3313.661 and 3313.662 Ohio Revised Code.

Student and staff safety is paramount in the orderly operation of the school; and to help ensure safety, random use of metal detector devices may be utilized. It should be noted that lockers are school property, and school personnel reserve the right to inspect them at their discretion.

Any student in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Madison Local School District.

The types of student behavior prohibited by the Code of Conduct that constitute offenses which may lead to suspension or expulsion from school, school-related activities, and/or the school sponsored transportation system are listed below. In the case of an expulsion or an out of school suspension, a student will receive zeros and will not be permitted to make up the work.

In addition, such students may be prosecuted and/or suspended for any state or federal offense committed while on school premises and/or during events and functions under school supervision or control.

The types of conduct prohibited by this code of regulations are as follows:

**Part I**

1. **Contemptuous/Insolent Behavior:** A student shall not engage in any act which degrades, disgraces, or tends to degrade or disgrace a teacher, fellow student, or any other person by written, verbal, or gesture means.





2. **Destruction or Defacement of School and Private Property:** A student shall not cause or attempt to cause damage to school property including buildings, grounds, equipment, or materials; now shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school property.
3. **Disruption of School:** A student shall not, by use of violence, force, coercion, or threat cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include unusual dress and appearance; spitting; bomb threats; strikes or walkouts; the use or possession of fireworks including stink bombs and smoke bombs; the impeding of free traffic to or within the school; beepers, cell phones and other paging devices unless approved for health reason, etc.; possession of matches or lighters or other similar devices; demonstrations by individuals or groups causing disruption to the school program; distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
4. **Extortion, Bribery, Forgery, Cheating, and Plagiarizing:** A student shall not take or attempt to take money or valuable possessions from another person by physical force or threat of physical force. A student shall not offer money or favors to any person for his personal gain. A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, student course work, or other data on school forms or correspondence directed to the school. The unauthorized possession, use, or transmission of another student's work as well as tests and other material belonging to the school or teaching staff is prohibited.
5. **False Alarms:** A student shall not initiate a report warning of a fire or an impending bombing or other catastrophe without cause.
6. **Gambling:** A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).
7. **Hazing:** No student shall plan, encourage, or engage in any hazing.
8. **Loitering/Trespassing:** A student shall not be present in a school building or restricted area of the same. Leaving school premises during school hours without permission of the proper school authority. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission to the proper school authority.
9. **Lying:** A student shall not falsely report incidents, falsely accuse, or give false testimony to school personnel.
10. **Profanity and/or Obscene Language Gestures:** A student shall not use profanity or obscene language, either written or verbal, in communication with anyone. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications.
11. **School Bus Behavior:** Students shall not violate any rules established by the Madison Local School District for the purpose of safety and student control while using school buses. School bus behavior rules shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school.
12. **Skipping Classes, Detention, and Saturday School:** A student shall not be absent from class, detention and/or Saturday School without authorization from an administrator.
13. **Smoking and/or Use of Tobacco:** No student shall smoke, use or possess any substance containing tobacco, including but not limited to cigarettes, cigars, a pipe, a clove cigarette, and chewing tobacco, or use tobacco in any other form. As provided in 3313.751 Ohio Revised Code, it shall be a violation of this rule to use or possess tobacco in any form at any time anywhere on school premises and/or at any school activity regardless of its location/.
14. **Tardiness:** A student shall not be tardy to school or to class.
15. **Theft Stealing:** A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another person.
16. **Truancy:** A student will be considered truant if he/she is absent without the knowledge or consent of the parent.
17. **Unauthorized Sale or Distribution:** A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the building Principal or the Principal's designee.
18. **Unauthorized Touching, Fighting, Verbal Abuse, Harassment:** A student shall not touch anyone in an unfriendly manner, nor verbally threaten, harass, or abuse any other person or behave in such a way that could cause or threaten to cause physical injury while under the jurisdiction of the school.



19. **Unauthorized or Improper Use of Motor Vehicles:** A student shall not operate a motor vehicle during normal school hours without administrative authorization and parent/guardian consent and/or operate in an unsafe, reckless manner on school grounds or entering or leaving school grounds.
20. **Uncooperativeness or Insubordination:** A student shall not disregard or fail to carry out directions and/or instructions by authorized school personnel.
21. **Sexual Harassment:** A student shall not use words, pictures, objects, gestures, or other actions relating to sexual activity or a persons' gender that have the effect of causing embarrassment, discomfort, or a reluctance to participate in school.
22. **Assault:** A student shall not assault a school employee, student, or other person on school premises, while in the custody or control of the school, or in the course of a school-related activity.
23. **Profanity:** A student shall not direct profanity toward a staff member.
24. **Excessive, Improper Affection:** A student shall not engage in sexual acts or display excessive or other inappropriate behavior with a person of the same or opposite sex on school premises or at a school related function.
25. **Improper Dress:** A student shall abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
26. **Computer Crime:** No student shall tamper with any school computer or violate the District Technology Usage Policy.
27. **Communicable Diseases:** Presence on school property with a communicable disease
28. **Gang Activities:** Involvement with a gang or gang activities
29. **Other Just Causes:** Other student misconduct not listed that are, however, as serious in nature as the above, may serve as grounds for disciplinary action.

## **Part II**

It is mandatory that the secondary Principals and discretionary that the elementary Principals suspend and recommend expulsion of students who violate the following rules:

30. **Narcotics, Alcoholic Beverages and Drugs:** Buying and selling, using, transferring, receiving, possessing, or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.); or buying, selling, using, possessing, or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that you think is a controlled substance).
31. **Narcotics, Alcoholic Beverages, and Drugs:** Buying, selling, using, transferring, receiving, possessing or using any drug, medication, inhalant, or other substance which can be taken internally where the student or students involved cannot show a legitimate health or other reason for the use of such substance.
32. **Narcotics, Alcoholic Beverages, and Drugs:** Possessing, consuming, transferring, receiving, or being under the influence of any alcoholic beverage or intoxicant of any kind, or selling of drugs, or alcohol on school premises or at a school sponsored activity or function, or attending a school sponsored or school related activity, regardless of location, after having consumed an alcoholic beverage.
33. **Narcotics, Alcoholic Beverages, and Drugs:** Selling, offering to sell, or possessing a controlled substance, including look-alike drugs or drug paraphernalia to include instruments, objects, papers, pipes, containers, etc., on school premises or at a school-related function.
34. **Unauthorized Fire:** A student shall not ignite an unauthorized flame in any part of any building or any property of the Board of Education of the Madison Local School District.
35. **Weapons:** A student shall not possess, conceal, handle, transmit, or use any object or look-alike object, offensively or defensively, that can be considered a weapon. This includes, but not limited to knives, firearms. (See Board's Dangerous Weapons Policy 5772)

## **Community Service**

In case of suspension or expulsion, the Principal may recommend to the Superintendent that the student may serve all or part of the suspension or expulsion period in some form of community service.



## MADISON LOCAL SCHOOLS STUDENT CODE OF CONDUCT

### PROCEDURES FOR SUBSTANCE ABUSE VIOLATIONS

The following procedures shall be used for substance abuse violations. All procedures are mandatory for substance abuse violations by grades 6-12 students. Elementary Principals will have some discretion in dealing with substance abuse violations by grades K-5 students. For violations by grades K-5 students, the Principal will confer with the Superintendent and a plan of action will be determined. Steps 2, 3, and 5 must be followed in all cases.

The Principal will suspend the student for ten (10) days, and a recommendation for expulsion will be made to the Superintendent.

The Principal will notify the parent(s) or guardian(s) in writing, using the suspension form.

The Principal/Assistant Principal will contact the parent(s) or guardian(s) to arrange a conference.

The Principal/Assistant Principal may notify the Juvenile Office of the Butler County Sheriff's Department.

The child should be evaluated by a trained chemical dependency counselor (approved by Madison Local Schools) within forty-eight (48) hours for a professional opinion concerning where he/she falls on the continuum between experimentation and addiction. Education or treatment may be recommended by the referral agency.

If a first time chemical abuse offender agrees to undergo a professional chemical dependency evaluation and resulting treatment or education through an appropriate agency, the recommendation for expulsion *may* be held in abeyance.

If the appropriate referral agency notifies the Principal/Assistant Principal that the student is not participating in the treatment program, the recommendation for expulsion will go into effect.

Students who forego the evaluation process are subject to normal disciplinary procedures, i.e., expulsion for up to eighty (80) days.

Students caught distributing or selling chemicals or for a second chemical-related violation any time during secondary schooling will be suspended for ten (10) days and recommended for expulsion with no chance of reduction of the expulsion recommendation. Whenever a student is expelled for possession and/or use of drugs and/or alcohol, the Superintendent shall notify the Registrar of Motor Vehicles and the Judge of Juvenile Court to revoke the student's driver's license or instructional permit. Such notification is to be given within two (2) weeks after expulsion in a manner that complies with the provisions of O.R.C. 3321.13(b)(3).

#### Follow-up Services:

Upon return from suspension, expulsion, residential or outpatient treatment, the following support services will be provided:

1. Student and parent(s) will have a readmission conference with an administrator and counselor to determine an appropriate on-going counseling program.
2. Educational plans and placement will be reviewed, i.e., possible placement in alternative school.

Madison Local Schools are in compliance with Federal and State regulations dealing with non-discrimination of "disabled persons" (specifically Part 104 of Section 504 of the Rehabilitation Act of 1973 [34CFR]).

Board approved 6/17/96



# MADISON LOCAL SCHOOLS STUDENT CODE OF CONDUCT

## DUE PROCESS

### VII. **Disciplinary Procedure**

Students are entitled to “due process” procedure when they are charged with misconduct in the violation of rules or any act that may lead to suspension or expulsion from school. At the minimum, due process requires advising the student about the accusation made against him and permitting the student to give “his side of the story.” Due process does not mean that the procedures used by the courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary procedures. Due process requires reasonableness and fairness in view of all the facts and circumstances of the particular case. Each school should notify students of the violations of rules that may lead to suspension or expulsion.

#### A. **Suspension Procedures**

1. **Notice of Intent to Suspend** - Whenever an incident occurs that may lead to a suspension, the Principal or Assistant Principal shall investigate the nature of the alleged offense. If grounds for suspension do exist, the student shall be given a “Notice of Intended Suspension” which advises him that he may be suspended for the reason(s) stated and be given an opportunity to be heard. The informal hearing may take place immediately.
2. **The Informal Hearing** - The informal hearing should deal directly with the written reason(s) for intended suspension providing the student with opportunity to tell his side of the story. The informal hearing may include statements in support of the charges against the student and statements by the student or others in defense of the charges against the student. The informal hearing may be held before the Principal or Assistant Principal.
3. **Notifying the Parent of Suspension** - Within twenty-four (24) hours of the decision to suspend, the Principal must notify in writing the parent, guardian, or custodian of the student and the Superintendent of the suspension. The notice must include the reason(s) and days of the suspension, the right of the parent to appeal to the Superintendent or his designee, and the right to be represented at the appeal.
4. **Authority to Suspend** - Only the Principal or his designee or Superintendent may suspend. Suspensions are not to exceed ten (10) days.
5. **Saturday School** - This is an alternate step between detention and out-of-school suspension. Saturday School makes it possible for a student to attend regular classroom instruction time while they are being disciplined for an offense. Students assigned to this program do not miss classroom assignments and are allowed to participate in extracurricular activities.
6. **Certified Mail** - Suspension notices are to go through the regular mail. When deemed necessary, certified mail, which is available via the postal service, may be used.

#### B. **Removal Procedures**

The immediate removal of a student from school may be necessary under certain circumstances. A student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

1. **Immediate Removal** - If a student’s presence poses a continuing danger to persons or property or represents an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Principal, Assistant Principal, or Superintendent may remove a student from curricular or extracurricular activities or from the school premises.
2. **Teacher Removal of Student** - A teacher may remove a student from curricular or extracurricular activities under his supervision, but not from the premises. In such cases, the teacher must submit in writing to the Principal the reason(s) for such removal as soon as practicable. If a Principal or Superintendent reinstates a student prior to the hearing for emergency removal, the teacher may request and shall be given written reasons for reinstatement.
3. **The Informal Hearing** - Within seventy-two (72) hours from the time initial removal is ordered, a hearing must be held. Written notice of the hearing, the reason(s) for removal, and any intended





disciplinary action (suspension or expulsion) must be given to the student as soon as practicable prior to the hearing. The notice may be sent to the student via regular mail with “proof of mailing” used, if deemed necessary.

- a. If a suspension is probable, the hearing will follow the procedures established above for suspension. The person who ordered or requested the removal must be present at the hearing.
- b. If an expulsion is probable, the hearing will follow the procedures set down below for expulsion. The person who ordered or requested the removal must be present at the hearing.
4. **Non-Application of Due Process** - In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to suspension or expulsion, the due process requirements of Ohio House Bill 421 do not apply.

### C. **Expulsion Procedures**

Expulsion of a student for the balance of a semester is a serious penalty and shall not be considered unless deemed necessary by school authorities.

1. **Role of Principal** - Whenever an incident occurs that may lead to expulsion, the Principal or Assistant Principal shall investigate the nature of the alleged offense and gather statements or other evidence pertinent to the incident.
2. **Notice of Intent to Expel** - The Superintendent must give written notice to the student and his parent, guardian, or custodian including (a) reason(s) for intended expulsion; (b) opportunity for the student, parent, guardian, custodian or representative to appear before the Superintendent or his designee to challenge the expulsion or explain the student’s actions; (c) the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.
3. **Extension of Time for Hearing** - The pupil or his parent, guardian, custodian, or representative may request an extension of time which the Superintendent may grant, informing the parties of the new time and place.
4. **Hearing Before the Superintendent** - If the pupil and parents choose not to waive a hearing, then a hearing shall be held before the Superintendent or his designee at the appointed time and place where opportunity is provided to defend against the charges.
5. **Right to Appeal** - Within twenty-four (24) hours of the decision to expel, written notification must be sent to the parent, guardian, or custodian of the student and to the Treasurer of the Board of Education of the action to expel. The notice must include reason(s) for the expulsion; the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented in the appeal; and to request that the hearing be held in executive session.

### D. **Appeals for Suspension and Expulsion**

A student or his parent, guardian, or custodian may appeal a suspension or expulsion to the Board of Education or its designee (a hearing officer). The student has a right to “representation” at the hearing, which may mean anyone of his choosing including an attorney. The Board or its designee may hold the hearing in executive session. Formal action to reinstate the pupil or affirm, vacate, or modify the disciplinary action on the appeal may only be taken in a public meeting of the Board. A verbatim, word for word, record is required which can be done by using a stenographer, a tape recorder, or some other mechanical device. The record need not be reduced to writing unless further appeal is made to the Court of Common Pleas.

### E. **Appeals on Academic or Minor Disciplinary Matters**

If a student believes that an academic or disciplinary injustice (not subject to suspension or expulsion) has occurred, the student may use the following procedure for appeal. (The parents may be present if either party wishes.)

1. **Academic Appeal**
  - a. Conference between student and teacher involved.
  - b. If the student is still not satisfied, the student may ask for a meeting of the teacher and Principal. Decision at this level is final.
2. This procedure is designed for problems that may arise between student and teacher of a minor nature that are not causes for suspension or expulsion.
  - a. Conference between student and teacher involved within twenty-four (24) hours of the



- incident.
- b. If the student is not satisfied with the results of the conference, the student shall be entitled to a conference with his counselor, if available. The student makes the decision on the teacher being present at this meeting.
- c. If the student still is not satisfied, the student may ask for a meeting with the teacher, counselor, and school Principal or his designee. Decisions at that level will be final.

#### **F. Permanent Exclusion**

The Board may seek the permanent exclusion of a student sixteen (16) years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school property or attending school related activities. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Madison Local School District.

1. Illegal conveyance or possession of deadly weapons or dangerous ordnance on school premises in violation of RC 2923.122;
2. Carrying concealed weapons in violation of RC 2923.12 (or a similar municipal ordinance) on school property or at a school activity;
3. Selling or offering to sell or possessing a controlled substance or drug abuse instrument, other than a minor drug possession offense, in violation of RC 2925.03 or RC 2925.11 on school property or at a school activity;
4. Aggravated murder in violation of RC 2903.01, murder in violation of RC 2903.02, voluntary manslaughter in violation of RC 2903.03, involuntary manslaughter in violation of RC 2903.04, felonious assault in violation of RC 2903.11, aggravated assault in violation of RC 2903.12, rape in violation of RC 2907.02, gross sexual imposition in violation of RC 2907.05 or felonious sexual penetration in violation of former RC 2907.12 on school property or at a school function if the victim at the time of the act was a school employee; and
5. Complicity in any of the above-described violations regardless of where the complicity occurred.

Any building administrator witnessing or having knowledge of one of these acts must report the incident to the Superintendent within twenty-four (24) hours, whether or not the student is over sixteen (16) years of age.

If the Superintendent receives notification that a student has been found guilty of or is adjudicated delinquent for any of the listed offenses, he will determine whether the student's continued attendance in the district endangers the health and safety of other students or school employees or whether his attendance poses a danger of disruption to the district's graded course of study. If he determines that either danger exists, he may recommend that the Board adopt a resolution requesting the State Superintendent of Public Instruction to permanently exclude the student from attendance in any Ohio school. Written notice of the Superintendent's recommendation for permanent exclusion will be provided to the student and his parent, guardian or custodian.

The board will act upon the Superintendent's recommendation within fourteen (14) days. Among the items the Board will consider will be information on:

1. Academic and extracurricular activity record of the student;
2. Disciplinary record of the student;
3. Social history of the student;
4. Response to prior discipline and sanctions;
5. Seriousness of the offense and any aggravating circumstances;
6. Any mitigating circumstances
7. Evidence regarding the possible danger to other pupils and employees if the student remains in the district;
8. Evidence regarding the probable disruption of the graded course of study; and
9. Availability of less serious sanctions that would permit the student to stay in the district without conflict with either #7 or #8.



The board may allow for the hearing of witnesses and the presentation of additional evidence. If the board adopts the resolution to permanently exclude the student, the board will:

1. Forward the written resolution, together with the adjudication or conviction and a copy of the student's entire school record, to the State Superintendent;
2. Promptly designate a representative to present the district's case for permanent exclusion to the State Superintendent; and
3. Forward a copy of the resolution to the student and his parent, guardian, or custodian.

If the State Superintendent rejects the resolution, then the student shall be readmitted to the district's schools.

No employee of this district shall knowingly admit or cause by inaction to be admitted any student who has been permanently excluded.

### **Re-admission**

If, in the opinion of the Superintendent, a permanently excluded student no longer represents a danger to the health and safety of other students or staff, the district may, in some instances, seek the readmission of the student.

On the recommendation of the Superintendent, the board will consider a resolution requesting the State Superintendent to revoke the permanent exclusion. If the board adopts the resolution, it will be forwarded to the State Superintendent along with the reasons for the resolution and all relevant information.

### **Probationary Admission Following Permanent Exclusion**

Under state law, a student permanently excluded from school may request probationary admission for ninety (90) days in any public school district.

If a student requests consideration of probationary admission into this district, the Superintendent may enter into discussions with the student and his parent, guardian, custodian or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the district.

If a satisfactory plan is developed, then the Superintendent will recommend the board allow the student to attend classes within the district. The board will act on the recommendation within fourteen (14) days.

If a student violates the terms of the readmission plan, then the Superintendent may immediately remove the student pending action by the board. The board's action must take place within five (5) days from receipt of the Superintendent's recommendation to revoke the readmission.

A student in compliance with his probationary readmission plan may request either an extension of the plan for an additional ninety (90) days or for the Superintendent to recommend that the permanent exclusion be revoked. (ORC 3316.66, 3313.661, 3313.662)

### **III. Emergency Removal by a Teacher**

- A. A teacher may remove from curricular and/or extracurricular activities to the Principal's office any student in violation of any given part of the code of conduct that occurs in the classroom.
- B. A teacher may remove a student for a period of twenty-four (24) hours without hearing procedures; however, an appeal for a hearing must be afforded parent, guardian, or custodian in writing within seventy-two (72) hours if a student is removed from a class or activity exceeding twenty-four (24) hours.
- C. The teacher will inform the Principal in writing of removal and reason(s) for removal at the earliest possible opportunity. The school will call the parent, guardian, or custodian within the day of removal.
- D. In the event of a hearing, the teacher will be present.



### **III. Interrogation and/or Removal From School**

Occasions will occur when students come into contact with other governmental agencies for a number of reasons such as possible criminal offenses. While at school, the school officials have a responsibility to parents for the welfare of their children. The schools will cooperate with all enforcement agencies in the interest of the general welfare of all citizens. To carry out this responsibility, the Principal shall observe the following:

- A. A student in school may not be interrogated (questioned) by any authority without the knowledge and approval of the school Principal.
- B. When possible, a student's parent, guardian, or custodian will be notified that a request has been made to question him and the reason(s) for such.
- C. Any interrogation must be done in private with the Principal and/or the Assistant Principal and the parent, if possible, present.
- D. A student may not be released in the custody of persons other than his parents or legal guardian, unless placed under arrest by legal authority.
- E. If a student is removed from the school by legal authority, attempts to notify his parents shall be made to inform them of the action taken.
- F. Police will have reasonable access to talk to students about routine investigative matters which are not in the nature of criminal interrogations but which are adjudged as fact gathering explorations that require the assistance of a student.

The Principal must be knowledgeable and must approve of this procedure.

### **IV. Due Process and Extracurricular Activities**

In order to properly remove a student from an athletic team for code of conduct violations, one must follow the same procedures that are utilized in suspending or expelling a student from school. Preliminary steps should come before the coach and athletic director as to the charge of the violations. In the event that the recommendation is for suspension or expulsion, the legal procedures required for suspension or expulsion must be utilized with the appropriate authority.

### **V. Due Process and Special Education**

Public Law 94-142 guarantees due process for handicapped children, suspected handicapped, and their parents. This assures that every handicapped student has the opportunity to receive a "free, appropriate public education," available at no expense to the parent, and based upon a multi-factored evaluation conducted by a multidisciplinary team. It is also used for resolving disagreements between parents and school districts about the free education and status of a handicapped student. All disciplinary procedures must be followed for handicapped students, as they would be for non-handicapped students.

Handicapped children are not entitled to completely separate disciplinary procedures and may be temporarily suspended without employing the procedural safeguards required by P.L. 94-142. The suspension of a handicapped student for up to ten (10) days per year does not constitute a change in educational placement. However, removal in excess of an aggregate of ten (10) days per year is a change of placement requiring the same procedures as an expulsion.

### **VI. Community Service**

In case of suspension or expulsion, the Principal may recommend to the Superintendent that the student may serve all or part of the suspension or expulsion period in some form of community service. The guidelines under which this community service shall be performed are:

- A. The parent/guardian and student will execute a document agreeing to the community service and will accept the suspension or expulsion if the community service is not completed to the Superintendent's satisfaction.
- B. The service may be on or off campus and will be performed at the place and time designated by the Superintendent.
- C. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student or parent/guardian.
- D. The nature of the service shall be appropriate to the age, sex, and ability of the student and not be hazardous to the student's health or safety.





- E. The Principal or his designee will monitor the carrying out of the service and record the fulfillment of the service.
- F. Any failure to complete the community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of the suspension or expulsion for failure to complete the community service.
- G. Prior to imposing a suspension or expulsion for failure to complete the community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intention and shall have three (3) days from mailing of this notice to request a meeting with the Superintendent or his designee to show cause why the suspension or expulsion should not be imposed. (ORC 3313.661)

Board approved 7/29/93

## **VII. Step-By-Step Analysis of Due Process Procedures**

### **A. Suspension**

#### **Who may:**

Principal, Assistant Principal, or Superintendent

#### **Steps:**

1. A written report must accompany all students to the office whereby a student is a candidate for suspension or expulsion.
2. Give the pupil written Notice of Intent to Suspend. Given by Principal or his designee or Superintendent (2 copies).
3. Provide the pupil an opportunity to appeal at an informal hearing. This can be immediate and before the Principal, Assistant Principal, or Superintendent.
4. The decision to suspend or not to suspend is made.
5. If the decision is to be suspended, within twenty-four (24) hours send a letter of notification to suspend to the parents and the treasurer of the board (4 copies).  
Notice shall include:
  - a. The reason(s) for suspension.
  - b. The right to appeal to the Board of Education or designee.
  - c. The right to representation at the appeal hearing.
  - d. That the appeal hearing may be held in executive session.
6. If the suspension is appealed, the hearing should be before the Board of Education in executive session with a final decision taking place at a regular board meeting and the decision of the board must be by majority vote. The board, or its designee, may affirm, reverse, vacate, or modify the suspension.

The board may make a verbatim record of the hearing. Decisions of the Board of Education may be appealed to court under Chapter 2506 of the Revised Code.

### **B. Emergency Removal**

#### **Why:**

For posing a continuing danger to persons or property or an on-going threat of disrupting the academic process.

#### **Who can remove:**

Superintendent, Principal, Assistant Principal or Teacher.

#### **Who can remove from school property:**

Only the Principal, Assistant Principal or Superintendent. (A teacher may remove a student from curricular or extracurricular activity to the Principal's office.)

#### **Steps:**

1. **If teacher removes:**
  - a. Teacher determines whether the reason(s) for emergency removal conforms to criteria established by board policy. A teacher may remove from curricular and/or extracurricular



- activities to the Principal's office any student in violation of any given part of the code of conduct that occurs in the classroom.
- b. Principal determines if the teacher's action complies with board policy.
- c. Teacher submits in writing to the Principal reason(s) for removal.
- d. If the student is reinstated to the curricular or extracurricular activity under a teacher's supervision the teacher may request either by the Superintendent or Principal, a written reason(s) for such reinstatement.
- 2. **If Principal removes:**
  - a. Principal determines whether the reason(s) for emergency removal conforms to criteria established by board policy.
  - b. Written notice of hearing and reason(s) follow as soon as practicable, prior to the hearing.
  - c. Hearing must be held within seventy-two (72) hours.
  - d. Hearing shall be held following steps in the suspension column unless the student may be subject to expulsion; then use steps in the expulsion column.
  - e. All hearings under an emergency removal must be held within seventy-two (72) hours.

## **Expulsion**

Who may:

**Superintendent**

### **Steps:**

- 1. Give the student and parent notice of intention to expel.
- 2. Notice shall include:
  - a. Reason(s).
  - b. Notification to appear.
  - c. Notification of the time and place.
  - d. Time shall not be earlier than three (3) days or later than five (5) days.
  - e. Superintendent may grant an extension of time.
  - f. If an extension is granted, the new time and place is to be included.
- 3. Provide the pupil and parent, guardian, custodian or representative opportunity to appeal in person before the Superintendent or designee to challenge the reason(s).
- 4. Makes a decision to expel.
- 5. If the decision is to expel, within twenty-four (24) hours send a letter of notification to expel to the parents and to the treasurer of the board.

### **Notice shall include:**

- a. Reason(s) for expulsion.
- b. The right to appeal to the Board of Education or its designee.
- c. The right to representation at the appeal hearing before the Board of Education or its designee.
- d. That the appeal hearing may be held in executive session.
- 6. If the expulsion is appealed, the hearing should be before the Board of Education in executive session with a final decision, taking place at a regular board meeting and the decision of the board must be by majority vote. The board may affirm, reverse, vacate, or modify the expulsion. The board may make a verbatim record of the hearing. The Decision of the Board of Education may be appealed to court under Chapter 2506 of the Revised Code.

## **Other Disciplinary Action**

- 1. Defined: Normal disciplinary action could result from excessive talking, repeated failure to turn in homework, or repeated failure to follow directives. A teacher could remove a student from class for corrective measures.  
 \*Point of clarification: If a teacher asks the class to complete an assignment during class time and a student refuses to do the assignment, insubordination and possible disciplinary action may result. However, if the teacher assigns the class homework for the next day and a student fails to do the assignment, this becomes an academic problem between the teacher and the student, not a disciplinary problem. This is not to say that an administrator will not assist the teacher in helping to solve academic problems that arise from students failing to do homework.
- 2. When a student is removed from class, said student will be informed to report to the office. Written communication to the Principal or Assistant Principal will follow immediately.



3. Determine:
4.
  - a. If student is not subject to suspension
  - b. If a student is not subject to expulsion.
  - c. If a student is not being removed for an emergency.
5. No hearing and notice is required.
6. A student may be sent to the Principal or Assistant Principal for corrective discipline and returned to the class without any notice and hearing procedures as long as one of the conditions in item a., b., or c. exist.

### **Removal from School Activities (Emergency Removal)**

1. School organizations and clubs:

#### Why:

For posing a continuing danger to person or property violating an activity constitution and/or rules, an on-going threat of disrupting an activity or in violation of student code of conduct.

#### Who can remove:

Superintendent, Principal, Assistant Principal, Sponsor.

#### Who can remove from school premises:

Superintendent, Principal, Assistant Principal.

#### Steps:

- A. When a student is removed from an activity, the Principal will be notified in writing within twenty-four (24) hours of said removal. The written statement will contain circumstances, reason, and length of removal.
- B. If said student desires to appeal, the student must request in writing and dated to the Principal within forty-eight (48) hours of said removal.
- C. A hearing shall be scheduled within seventy-two (72) hours of request of said student.
- D. Said student, sponsor, and Principal or his designee will be present for the hearing.
- E. If desired, an appeal for a hearing can be requested through the Principal to be heard by the Superintendent or his designee. This request for hearing must be made no later than seventy-two (72) hours from previous hearing.
- F. At the termination of all hearings, a written report will be made available within twenty-four (24) hours to all directly involved in the removal as to hearing conclusions and/or stipulations.

### **School Athletics (Emergency Removal)**

#### Why:

For posing a continuing danger to persons, property, violation of state and local policies, an on-going threat of disrupting the activity or is in violation of student code of conduct.

#### Who can remove:

Superintendent, Principal, Assistant Principal, Director of Athletics, Coach, or Designee.

#### Who can remove from school premises:

Superintendent, Principal, Assistant Principal or Designee.

#### Steps:

1. When a student is removed from a sport for a reason as stated above, the director of athletics will be notified in writing within twenty-four (24) hours of said removal. The written statement will contain circumstances, reason, and length of removal.
2. If said student desires to appeal, the student must request in writing and dated to the director of athletics within forty-eight (48) hours of said removal.
3. The director of athletics will establish a meeting at the high school with the Athletic Board (the high school athletic director and all head coaches); or at the junior school with the building administration within one (1) week to hear said appeal.
4. The appeal shall be decided by a majority vote of those present. Three-fourths of the members of the athletic board shall constitute a quorum.



5. Within seventy-two (72) hours after said hearing before the athletic board, said student may appeal for a hearing before the Principal.
6. Said student may request a hearing within seventy-two (72) hours of previous said hearing with the Superintendent of schools or his designee.
7. At the termination of all hearings, a written report will be made available to student, coach, and Principal as to hearing conclusions and/or stipulations.

**From Madison Board of Education Bylaws and Policy Manual  
STUDENTS 5772**

**I. DANGEROUS WEAPONS**

The Board of Education will not tolerate the possession of weapons or other devices designed to inflict serious bodily harm by anyone while on District property, at a school-related event, or while enroute to or from school whether on a school bus, walking, or in a private vehicle.

This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall prepare administrative guidelines to ensure immediate reporting to the parent, to the local law enforcement agency, and proper disciplinary action as provided for in the Code of Conduct, AG 5610, and AG 5610.01.

The Superintendent is authorized to establish instructional programs on the dangers of dangerous weapons, which requires students to immediately report knowledge of dangerous weapons and threats of violence by students and staff to the building Principal. Failure to report such knowledge may subject the student to discipline up to and including suspension and expulsion from school.

Procedures shall also include the immediate reporting to the appropriate law enforcement agency if a dangerous weapon is found or is suspected to be in the possession of a District employee or a visitor.

R.C. 3313.20

**Section 300**

**MEDICAL CONCERNS**

**EMERGENCY MEDICAL AUTHORIZATION**

By Ohio law any unusual medical condition of a child should be noted on the Emergency Medical Authorization Form. This form is required to be filled out each year by the parent.

**IMMUNIZATION LAWS**

The school must have an up-to-date record of the following immunizations: D.P.T. Series, Polio Series Measles, Rubella, and Mumps.

**MEDICATION AT SCHOOL**

According to the Madison Board of Education Policy, medication can be administered at school under two conditions.

1. Failure to take such medication would jeopardize the health of the student.
  2. The student would not be able to attend school if the medication were not made available during school hours.
- Medication means medicines prescribed to a student by a physician. The parent/guardian must sign a form giving permission to mediate a child as to relieve the Board and its employees of liability for the administration of medication. A physician's statement is also required, (form in back of handbook) and the medication must be received in a properly labeled, **ORIGINAL** container. Medication may be administered by a Board employed school nurse, teacher, secretary, and administrator or by the custodial parent of the child receiving the medication.

**ILLNESS AND INJURY AT SCHOOL**

Children who are ill before they leave home should not be sent to school in hopes they will get better.





## **WHEN CHILDREN GET SICK AT SCHOOL**

Elevated temperature is one indicator of a sick child. The parents are called to come and get the sick child. Parent permission must be obtained to send a sick child home with anyone other than the parent or guardian. As per the Emergency Medical Authorization, an injured child can be taken to a hospital for emergency treatment. If a child's parent is called and the student is picked up an absence, or tardy will occur. This will count against perfect attendance.

## **COMMUNICABLE DISEASE**

The following is a list of some communicable diseases and the number of days a child having them must remain home from school.

1. German measles – 7 days – should be diagnosed by a doctor
2. Chicken Pox – 7 days
3. Measles - 7 days (longer if fever persists) should be diagnosed by a doctor
4. Impetigo – Until crust disappears or physician says child may return
5. Mumps – 7 days (or longer if swelling has not disappeared)

## **SCREENING PROCEDURES BY THE SCHOOL NURSE**

**VISION** – Children in grades K, 1,3,5,7, and 9 are screened. Results are recorded on the health record in each pupil's health folder located in the cumulative folder. The titmus eye machine is used and if vision is worse than 20/40 that information is sent to the parent or guardian. If a financial situation precludes ability to see a physician, the school nurse should be contacted for assistance.

**HEARING** – Children in grades K, 1, 3, 5, 7, and 9 are screened. Results are recorded on the health record in each pupil's health folder located in the cumulative folder. The Beltone audiometer and tympanometer are used. Results are sent to parents as well as recorded.

## **Section 310**

**SMOKING POLICY** – Effective August 1, 1991, all Madison school buildings and buses shall be considered SMOKE FREE environments, and further no smoking or use of tobacco by any person will be permitted at any time.

## **VAPING POLICY-**

A student shall not possess, use, transmit, conceal or be under the influence of e-cigarettes or vaporizers (vape). Any student found in violation of this vaping policy may receive the following consequences(s):

Level 1: Up to five (5) days Out of School suspension (reduced to three (3) days OSS if family/student returns with negative screen administered by a medical professional on/before the third day of the suspension). Charges may be filed.

Level 2: Up to eight (8) days Out of School suspension with a possible recommendation for expulsion (reduced to four (4) days OSS if family/student returns with negative screen administered by a medical professional on/before the fourth day of suspension AND enrolls in an evidenced-based anti-vaping program (CATCH My Breath or Everfi Vaping Program Certification required.) Charges filed...

Level 3: Up to ten (10) days Out of School suspension with a recommendation for expulsion (family/student returns with negative screen administered by a medical professional on/before the expulsion hearing AND a completed assessment from a certified chemical dependency counselor). Charges filed. Additional recommendations may apply based on results of medical screening and other considering factors.

\*Violations are cumulative with Grades 6 through 12.

\*Vaporizers suspected to contain THC and/or other illegal or controlled substances may go directly to Level 3.

## **Section 320**

## **GYM POLICY**

Students are required by law to participate in physical education. Parents may send a written note to have their child excused from P.E for one day. Requests to be excused from P.E for more than one day need to come from a medical doctor.



## **Section 325**

### **RECORDS**

**CONFIDENTIALITY** – A legally recognized parent has access to their child’s educational records, and is entitled to an explanation and interpretation of their child’s record. Progress reports, tests results, custody records, etc. are kept confidential. Directory information (names, addresses, phone number, age, weight) of the child is not protected by the Privacy Act and may be released upon request to non-profit organizations.

### **STUDENT RECORDS**

The Board of Education adopted a policy regarding the disclosure of educational records and the rights of parents and students to access educational records. Copies of this policy and related guidelines are located in all school buildings and individual copies are available from the District’s Records Office (“DRO”). The DRO is responsible for the supervision of student records in the school and his/her office is located at 5795 W. Alexandria Rd. or s/he can be reached by calling 420-4755.

Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by State and Federal law and Board policy/guidelines. State and Federal law permits access by school officials who have a legitimate educational purpose. School officials for the purpose of the Board’s policy include Board members, those in administrative or supervisory positions, teachers and those under contract as instructors, substitutes, and those employed by the Board or under contract to the Board to perform certain special tasks. An individual will have a “legitimate, educational purpose” if the record is necessary in order for the school official/employee to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student’s family. (If current custody records are not on file, school personal will refer to current documents in the student’s folder)

To view the Board Policy in entirety please request Madison Administrative Forms, 8330 F9

### **PARENTS ACCESS TO SCHOOL RECORDS**

Both natural parents have access to their own child’s records. Legally, schools must provide records within 45 days upon request. Under normal conditions, such as a request ahead of time, records can be reviewed with a parent in one or two days. Divorce, and the granting of custody do not take this right away from the non-custodial parent. There are two exceptions, both fairly rare:

1. When the court, in granting custody, takes the right to view records away from the non-custodial parent.
2. When another person adopts the child, the non-custodial parent loses all rights in relation to the child.
- Individuals or non-profit groups may request Directory Information (name, address, phone number, age, height, weight) if the reason for the request is non-profit.
- The law allows a parent/guardian to make a written request NOT to have Directory Information released (see above).
- Class lists, containing names, fall into the category of Directory Information. Occasionally parents request the class list of their child’s classroom. The school will furnish this list except for names of students whose parents have requested Directory Information not be released.

## **Section 326**

### **Preschool**

Madison Local School offers a preschool program at a cost of \$275 per month per child for 4 days a week. This program has a student limit. Once the limit is reached students will be placed on a waiting list. Once on the waiting list, students will be placed on a first come, first serve basis. For more information contact the school office or register, 513-420-4766

### **School Fees**

All grade level fees are \$57. The Breakdown is below.

Subject	23-24 Fee	24-25 Fee	25-26 Fee	Rational for Fee
---------	-----------	-----------	-----------	------------------



Art	5.00	5.00	5.00	Paint, clay, markers, colored pencils, artist tools, etc
Specials Fee	2.00	2.00	2.00	PE, Library, Music, Technology
Communication	3.00	3.00	3.00	Final Forms, Building Newsletters, School Messenger
Social Studies Language Arts	8.00	8.00	8.00	Instructional material, digital programs, books,
Science Math	8.00	8.00	8.00	Instructional material, digital programs, simple solutions
Instructional Fees	10.00	10.00	10.00	Online subscriptions, technology, construction paper, printing
Reading WB		7.00	7.00	LA Workbooks
Paper	5.00	5.00	5.00	Copies, handouts, Newsletters,
Scholastic News	5.00	5.00	5.00	Scholastic magazine subscription
Classroom Crafts and Incentives	4.00	4.00	4.00	Class projects, incentives, Consumables
Total	\$50	\$57.00	\$57.00	All students grades KG - 5

### **Section 330**

#### **FEES – NON-PAYMENT**

##### **NON-PAYMENT OF SCHOOL FEES**

1. At the beginning of each school year teachers will receive a list of delinquent fees from the previous year.
2. Report cards will be held unless some payment has been made. A report card will not be provided unless some form of payment has been made during that grading period.
3. Fees are due and payable by September 1<sup>st</sup> of each year. Should you need assistance in paying your fees in part or in whole please contact your building Principal.
4. A school fee waiver request form is available in the office.
5. The office collects fees from the beginning of the year until the last business day of the school year.
6. Records are not sent to their school when a student transfers if fees are not paid.
7. Preschool fees must be paid in full before the student can begin KG. If preschool fees are not paid in full then those fees will follow that student to graduation from high school.

### **Section 340**

#### **CHILD CUSTODY**

Since custody after a divorce is one of the most sensitive issues facing schools today, this section of the handbook will try to thoroughly cover this issue.

- ☐ The burden of informing the school that custody has been taken away from one parent is on the custodial parent. The court order must be presented to the Principal, and a copy made to place in the child's cumulative record.
- ☐ A non-custodial parent still has a right to inspect their child's school records, and to have a conference with their child's teacher. In rare instances, courts may remove these rights from the non-custodial parent.
- ☐ A non-custodial parent may not contact or visit the child at school. Visitation rights are court granted, and the school has no authority to extend that right.
- ☐ A custodial parent may request that a non-custodial parent not be allowed to pick the child up at school.



☐ **IT IS THE CUSTODIAL PARENT'S RESPONSIBILITY TO PROVIDE THE MOST CURRENT COURT DOCUMENTS. THE DISTRICT WILL USE THE MOST RECENT DOCUMENTS THAT ARE IN THE STUDENT'S CUM FILE.**

### **Section 350**

#### **GRADING PERIODS**

Madison Local Schools will be on semester grading periods.

- ☐ Progress reports are carried home to parents/guardians by their children.
- ☐ Interim reports are carried home to the parents of students who are not achieving up to expectations if the parents do not attend scheduled parent/teacher conferences.

### **Section 370**

#### **SAFETY PROCEDURES**

Above all else, the staff at Madison Elementary School is concerned with the safety of every student. Some of the activities to insure that safety include:

- ☐ Safety assemblies (bus, playground, fire, and personal safety).
- ☐ Posting notice for all visitors to report directly to the office. Visitors are asked to wear identifying badges.
- ☐ Constant staff vigilance of strangers in the building or on the grounds. Teachers are asked to direct such persons to the office. Teachers are able to call the office from their room via the public address system.
- ☐ Periodic checking and maintenance of our playground equipment.
- ☐ A school nurse who routinely reports to the Elementary building.
- ☐ A program of re-registering students at the beginning of each year to keep up to date on persons who are allowed to pick up a child from school, and a system of "flagging" students who are custodial parents indicates special concerns.
- ☐ Fire, tornado, lockdown and bus evacuation drills.
- ☐ Adherence to our building and district safety plan.

**These 5 protocols will be the basis of our emergency notification system. District staff and students will follow these 5 protocols incase of an emergency.**

1. LOCKOUT – The announcement of Lockout is followed by the directive, "Secure the Perimeter" and is the protocol used to safeguard staff and students from a potential threat outside of the building...This would be similar to our "level one" lockdown where we lock exterior doors and pay attention to the perimeter of the building, we restrict outside activities/movement, and continue business as usual on inside of the building.

2. LOCKDOWN – The announcement of Lockdown is followed by the directive, "Locks. Lights, Out of Sight" and is the protocol used to safeguard staff and students from a potential threat inside the building. This would be the only time the term "lockdown" would be used and would immediately signal an imminent threat inside the building. As much information as possible will be provided using the PA system and students/staff should immediately begin preparations for "barricade, counter, or evacuate". Because we have used the term "lockdown" more liberally in the past, we will have to really retrain students to know that when we use the term "lockdown", we are either practicing for or experiencing a serious internal threat, such as an armed intruder.

3. EVACUATE – The announcement to Evacuate follows the location of the evacuation and is the protocol used to evacuate the building to a safe location. Fire-drills, signaled by the fire alarm, are a type of evacuation and could also be initiated by a PA announcement to Evacuate to your fire drill locations.

4. SHELTER – The announcement to Shelter is followed by the type of emergency and the safety strategy and is the protocol used to safeguard students and staff from threats such as a tornado, earthquake, or possible hazmat issue. During a severe weather incident or drill, students would be instructed to "Shelter" for a Tornado Warning (drill).





5. **HOLD IN YOUR CLASSROOM** – The announcement to Hold in your Classroom could be followed by the type of situation responsible for the hold (medical emergency in the hallway, bio hazard or spill, drug dog search, etc..). This protocol takes the place of the level two lockdown, where students and staff disregard the bells and remain in the classroom and business continues as usual.

### **Section 380**

#### **INTERNET USE STATEMENT**

Before students are allowed to access the Internet at Madison Elementary, **parental permission must be granted**. Internet use is introduced in a **limited and carefully supervised** manner, ensuring student safety and appropriate use at all times.

Internet access is restricted to **specific, staff-approved educational websites**, and is always supervised by a teacher or staff member. In addition, Madison Elementary has an **Internet filter** in place to help block access to inappropriate content.

Below is a brief overview of the types of Internet activities your child may engage in:

- During **Computer/Library Specials**, students receive **teacher-guided lessons** on how to use the Internet safely and effectively.
- Students may participate in research projects or classroom units on topics such as **dinosaurs, the rainforest, favorite animals, or notable people**.
- **Students will not have unrestricted or “free” access** to browse the Internet.

Our goal is to provide students with safe, purposeful exposure to online resources that enhance their learning experience. Thank you for your support in helping us maintain a secure digital learning environment.

### **Students Name & Picture Reproduced**

Occasionally students' names and/or pictures are placed in the newspapers and other forms of media including newsletters and our district website. We understand the sensitive nature of this and are careful to limit student's exposure to outside sources. Student names and pictures are rarely provided at the same time. **If you would like to request your child's name and picture NOT be included in any of the formats listed above please let us know by letter.**

### **VIII. SCHOOL AND PARENT E-MAIL COMMUNICATION**

The Board of Education encourages parents to participate in any and all forms of communication that will enhance their child's potential for success in school. E-mail can be an appropriate vehicle for quick, uncomplicated messages to teachers or administrators when time or confidentiality are not critical factors. E-mail may not be an appropriate communication tool when a parent requires an immediate response or when the requested response would be highly sensitive and/or complex in nature.

Due to the nature of the technology involved, email may be less private than users may anticipate or desire. Consequently, the Board cannot guarantee the confidentiality of e-mail communication.

### **Section 390**

#### **Highly Qualified Teachers**



You have the right to know about the teaching qualifications of your child's classroom teacher. The federal law, No Child Left Behind, requires that any local school district receiving federal Title I, Improving the Academic Achievement of the Disadvantaged, must notify parents of each student attending any school receiving Title I that they may request information regarding the professional qualifications of the student's classroom teacher including the following:

- Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
- Whether the teacher is teaching under emergency or temporary status that waives State-licensing requirements.
- The college degree major of the teacher and any other graduate degree or certification (such as National Board Certification).
- Whether your child is provided services by instructional paraprofessionals (sometimes called teacher's aides) and their qualifications.

You may request this information by contacting the school in writing. Be sure to always give the full name of your child, your full name, your complete address, including zip code, and the name of your child's teacher.

#### **Section 405**

##### **Lockers**

Lockers are the property of the Madison Local Board of Education and the lockers and the contents are subject to random search at any time without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule. **Students are not permitted to bring in their own locks.** However, they may rent a lock from the office for the year at a cost of \$5.00.

#### **Section 410**

##### **Elementary School Calendar of Events**

The calendar will be provided separately and will be updated throughout the school year.

#### **Section 420**

##### **Valuable Property – ELECTRONICS**

Valuable property such as radios, CD and tape players, expensive jewelry, electronic games, cell phones, virtual pets, iPods, etc. **may not** be brought to school by students. **The school will NOT accept responsibility for the loss of personal property.** The first occurrence will result in confiscation of the electronic for the day and given back to the student at the end of the day. (Students must come to the office and ask for the device back) The second offense will result in the confiscation of the electronic and will be given to a building administrator. The administrator will call the student's parents and will ask them to come in and pick it up. The third offense will result in confiscation of the electronic by an administrator and kept until the end of the year. At that time a parent may come to school and pick up their child's electronic device.

## **Madison Local School District Chromebook**

### **Handbook/Acknowledgement 2025-2026**

#### **Why Technology?**

The Madison Local School District recognizes students will need 21st century skills to succeed in the future. To this end, the school system has some responsibility to integrate these skills into the classroom, where most preparation for the future occurs. For this reason, classrooms should be equipped with technology to support teaching and learning and with teachers who are knowledgeable and skilled in the use of these technologies in daily instruction. Technology, when integrated into the classroom and instruction can reinforce strategies used by

- addressing diverse learning styles,
- accommodating individual learning rates,
- encouraging cooperative learning,



- helping students accept responsibility for their learning,
- providing the means to communicate globally, and
- improving academic achievement in all areas.

Technology, by the nature of how it is used, affects the structure of the classroom. The classroom becomes a workplace environment, where the students become more responsible for the learned material and the teacher is a facilitator, a mentor, and a coach. Technology will provide digital records of a student's academic history, new ways to manage learning progress as well as provide opportunities for new types of activities. This digital history allows teachers to review records, assess student progress and help students see their own progress, all in a manner to guide further instruction decisions. The access to a world of materials, services, and networks throughout the state, nation, and globe through this technology does not replace the teacher, but rather supports and enhances the educational process.

With being One-to-One there are a few procedures that parents and students need to be aware of.

1. Devices are the property of Madison Local Schools.
2. This device is to enhance student learning, is for educational purposes only and is to only be used by the student it is issued to by Madison Local Schools. It will not be loaned to other individuals.
3. Neither students nor parents/guardians have any right to privacy of any materials or information saved on this device, sent or received by this device or residing in a district provided system or service.
4. Devices are subject to search at any time without warning or notice.
5. Chromebook cases are being provided by Madison Local Schools. Students are ONLY permitted to place school appropriate stickers on the top of their Chromebooks and/or cases. Do not write or draw on the Chromebook or case. The presence of weapons, alcohol, drug, gang related, or other inappropriate symbols or pictures are not permitted per school/district policies.
6. All devices are filtered 24/7 against inappropriate websites. Alerts will be sent to administrators about inappropriate use. Teachers have the ability to monitor student use throughout the day.
7. The Madison Local Schools Acceptable Use Policy is effective 24/7 when using these devices.
8. Printing will not be allowed on these devices, as part of the plan is to share documents digitally and use less paper.
9. If your device becomes lost or stolen, please let the main office of your school know ASAP.
10. All devices will be collected during the last two weeks of the school year.
11. In the event the device breaks or is not functioning properly, there will be no attempt by the student or parent to fix or repair it.
12. There should be no attempt to add, delete, access, or modify any applications, security configurations or hardware components on any school-owned computer.



## **Technology Protection Plan**

In previous years, The Technology Protection Plan was an annual plan covering the Chromebook loaned to the student against accidental damage costs. Starting in the school year 2025-2026 ALL damage that occurs to the Chromebook, Charger or Case, either malicious or accidental, are the responsibility of the student and parents. Parents will be billed for factory parts based on market prices at the time of damage. If a repair is needed, the school may refuse to provide a loaner Chromebook and students may lose their technology privileges for a period of time, or indefinitely. If a repair is needed, families may be asked to pay the cost of repair fees before being issued a loaner device.

Students in grades 3 through 12 **MUST** take their chromebook home to charge every night. Chromebooks that are damaged need to be turned in to the Technology Department as soon as possible. If there are loaner chromebooks available the student may be assigned a temporary loaner chromebook until their chromebook can be repaired.

### **Students**

1. Students will charge the device at home. No charging will be allowed at school. All power cords need to stay at home.
2. Students are only permitted to download the apps that have been approved by the technology department.
3. Stickers are not permitted on the sides, bottom, or inside of the Chromebook.
4. Students will immediately make the district device available to any school administrator or teacher for inspection upon request.
5. Students who fail to bring their chromebook to school and/or bring their chromebook not fully charged may get a loaner from the technology office in room 336 of the High School (for 6-12 students), or from the cart at the top of the stairs in the Elementary (for 3-5 students) if there are any available. Grades 6-12 students are limited to 3 loaner chromebooks per quarter. After the 3rd time a student needs a loaner in a quarter there will be disciplinary action. Grades 3-5 may get a loaner at their teachers discretion. Getting a loaner chromebook due to your device being repaired doesn't count as part of the 3 loaners.
6. Students will retain the same device for three or more years. It is the student's responsibility to keep the device in proper working order.
7. Students will immediately report to the building administration or teacher if their device is lost or any incidents of inappropriate communications sent or received in any form using their Madison Local School District owned technology.
8. Students will always transport the Chromebook in the carrying case provided, with it securely closed. If given a live-in case computers are NEVER to be removed or corners detached from the case.
9. Students will use the Chromebook on a flat, level surface.
10. Students will protect the Chromebook from extreme temperatures, direct sunlight, liquids, food, hot/cold cars, pets, and sharp objects.

### **Students Will NOT**

1. Stack other books on top of the Chromebook.
2. Eat or drink around the Chromebook
3. Lean on the Chromebook or its screen, poke the screen or place anything on the Chromebook. Do not place anything between the keyboard and its screen.
4. Bump the Chromebook against lockers, walls, doors, car doors, floors, etc.





5. Remove or deface identification labels of any kind including the serial number sticker and name tag.
6. Draw or write on the Chromebook and/or case.
7. Lend the device to anyone else.
8. Share personal information about self or family with others.
9. Search for, download, display, post, or distribute vulgar, offensive materials and images described in Acceptable Use Policies (AUP)
10. Carry the chromebook anywhere outside a classroom without having it zipped/snapped securely in the district provided carrying case.
11. Remove or detach the corners of their chromebook from the live in case provided. Attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
12. Attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.

### **Parents/Guardians**

1. Review materials provided by the school to ensure understanding of district, parent and students responsibilities.
2. Discuss at home with student acceptable and unacceptable use of the Chromebook according to district policies, and online responsibilities.
3. Ask to see what your child is doing with the Chromebook. Become increasingly active parents, asking what sites your child accesses and what Apps/extensions are being used and how they work.
4. Utilize resources that promote positive conversations regarding digital citizenship and safety/conduct.
5. Understand that the district has made reasonable attempts to provide a safe computing environment for students, but also understand that students using their device are responsible and accountable for the appropriate use of the internet regardless of where they are, or when internet use occurs.
6. Ensure that the device is utilized only by the designated student.
7. Make sure that the Chromebook, when requested or upon withdrawal, is returned to the Madison Local School District and is in good working condition
8. Monitor the student's use of the internet when he/she is not at school.
9. Sign the Acceptable Use Policy (AUP) in final forms. Are responsible for the entire cost of the Chromebook if it is lost, stolen, or damaged due to student neglect. Prices will vary annually.
10. Are responsible for the entire cost of a Chromebook if their student damages another student's Chromebook. Prices will vary annually.

### **Care**

The Chromebook is the property of Madison Local Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

1. Use only a soft, lint-free microfiber cloth to clean the screen.
2. Avoid getting moisture and liquids on the device/accessories.
3. Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
4. Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms,



and hallways. Unsupervised devices will be confiscated and disciplinary action will be taken.

5. Students in grades 3 -12 will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%, and ready for use.
6. Pressure/weight may crack the screen, avoid placing anything on top of the device.
7. Do not cram the device in a bag or locker.
8. Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
9. Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
10. Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
11. Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the Madison Local School District Technology Department.
12. Take good care of your new Chromebook. You will use the same Chromebook for 3 or more years.
13. Always carry your Chromebook in the provided case. Do not remove or detach the corners of your chromebook from the live in case provided.
14. Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
15. Never place a heavy object or a lot of objects on top of your Chromebook.
16. Charge your Chromebook every night at home.
  - a. If you close the lid of your Chromebook, you will help save the battery.
  - b. You can use your Chromebook when the level is low. Just remember to charge when you get home.
  - c. When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
  - d. Let the Chromebook completely charge to a full battery.
  - e. Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.

## **Receiving Your Chromebook**

Chromebooks will be distributed within the first week, during smart start, and/or during orientation of each school year. Parents/Guardians and students **MUST** sign, in Final Forms, the Madison Local School District Chromebook Acknowledgement document for Chromebooks going home with students before the Chromebook can be issued to their child. This Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Madison Local School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Madison Local School District.

## **Returning Your Chromebook**

All district owned Chromebooks, along with their power supplies and cases labeled with the student's name, must be returned at the end of the school year to their respective building's Technology Department. Students leaving the District must return district owned Chromebooks at the time of withdrawal, to the Technology Department. Any Chromebook not returned will



be considered stolen property, law enforcement agencies will be notified, and/or the cost of replacement will be added to your student's Payschools Central account.

### **Signature**

By signing I acknowledge that I have read & understand the terms of the Madison Local School Districts Chromebook Policy. I acknowledge I am financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, and/or damaged on or off Madison's campus due to intentional reckless, willful, wanton and/or malicious conduct, and/or neglect.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## Middle School Fees

### Student Fees 2025-2026

6th Grade	50.00 <ul style="list-style-type: none"> <li>• Math (calculator)</li> <li>• Science (experiments)</li> <li>• LA (Storyworks)</li> </ul>
7th Grade	50.00 <ul style="list-style-type: none"> <li>• LA (novels)</li> <li>• Science (experiments)</li> <li>• Writing Connections</li> </ul>
8th Grade	50.00 <ul style="list-style-type: none"> <li>• Science (Rocket/Experiments)</li> <li>• LA (Scholastic Magazine)</li> </ul>
<b>Additional charge for electives as listed:</b>	
<b>Art</b>	
6th	10.00
7th	10.00
8th	10.00
<b>PE</b>	
6th	2.00
7th	2.00
8th	2.00
<b>Adaptive PE</b>	
6-8th	4.00





# **Madison Local School District Chromebook**

## **Handbook/Acknowledgement 2025-2026**

### Why Technology?

The Madison Local School District recognizes students will need 21st century skills to succeed in the future. To this end, the school system has some responsibility to integrate these skills into the classroom, where most preparation for the future occurs. For this reason, classrooms should be equipped with technology to support teaching and learning and with teachers who are knowledgeable and skilled in the use of these technologies in daily instruction. Technology, when integrated into the classroom and instruction can reinforce strategies used by

- addressing diverse learning styles,
- accommodating individual learning rates,
- encouraging cooperative learning,
- helping students accept responsibility for their learning,
- providing the means to communicate globally, and
- improving academic achievement in all areas.

Technology, by the nature of how it is used, affects the structure of the classroom. The classroom becomes a workplace environment, where the students become more responsible for the learned material and the teacher is a facilitator, a mentor, and a coach. Technology will provide digital records of a student's academic history, new ways to manage learning progress as well as provide opportunities for new types of activities. This digital history allows teachers to review records, assess student progress and help students see their own progress, all in a manner to guide further instruction decisions. The access to a world of materials, services, and networks throughout the state, nation, and globe through this technology does not replace the teacher, but rather supports and enhances the educational process.

With being One-to-One there are a few procedures that parents and students need to be aware of.

1. Devices are the property of Madison Local Schools.
2. This device is to enhance student learning, is for educational purposes only and is to only be used by the student it is issued to by Madison Local Schools. It will not be loaned to other individuals.

3. Neither students nor parents/guardians have any right to privacy of any materials or information saved on this device, sent or received by this device or residing in a district provided system or service.
4. Devices are subject to search at any time without warning or notice.
5. Chromebook cases are being provided by Madison Local Schools. Students are ONLY permitted to place school appropriate stickers on the top of their Chromebooks and/or cases. Do not write or draw on the Chromebook or case. The presence of weapons, alcohol, drug, gang related, or other inappropriate symbols or pictures are not permitted per school/district policies.
6. All devices are filtered 24/7 against inappropriate websites. Alerts will be sent to administrators about inappropriate use. Teachers have the ability to monitor student use throughout the day.
7. The Madison Local Schools Acceptable Use Policy is effective 24/7 when using these devices.
8. Printing will not be allowed on these devices, as part of the plan is to share documents digitally and use less paper.
9. If your device becomes lost or stolen, please let the main office of your school know ASAP.
10. All devices will be collected during the last two weeks of the school year.
11. In the event the device breaks or is not functioning properly, there will be no attempt by the student or parent to fix or repair it.
12. There should be no attempt to add, delete, access, or modify any applications, security configurations or hardware components on any school-owned computer.

## **Technology Protection Plan**

The Technology Protection Plan is an annual plan covering the Chromebook loaned to the student against accidental damage costs. This plan costs \$30 per student per school year and provides a total of \$300 of accidental repairs. Any costs above and beyond \$300 will be the responsibility of the guardians/student. The charger and case are NOT covered and is the sole responsibility of the student/parent. If the charger or case are damaged a replacement must be purchased from the Madison Local School District at the district's current market cost. Damage(s) due to intentional reckless, willful, wanton and/or malicious conduct is not covered.

**What is considered intentional damage?** Removing any keys from the keyboard. Eating or drinking in the vicinity of the Chromebook. Carrying the chromebook without the case. Closing the lid with papers or other items (like pens or pencils) inside. Allowing anything to scratch the surface of the

screen due to intentional force, inserting any foreign objects into the Chromebook at any time, and/or damaging another student's Chromebook. The Building Administrator, in its sole discretion, will determine if damages were due to intentional, reckless, willful, wanton and/or malicious conduct.

Students in grades 3 through 12 **MUST** purchase the Technology Protection Plan for their chromebook for \$30

## **Technology Protection Plan**

In previous years The Technology Protection Plan was an annual plan covering the Chromebook loaned to the student against accidental damage costs. Starting in school year 2025-2026 ALL damage that occurs to the Chromebook, Charger or Case, either malicious or accidental, are the responsibility of the student and parents. Parents will be billed for factory parts based on market prices at the time of damage. If a repair is needed, the school may refuse to provide a loaner Chromebook and students may lose their technology privileges for a period of time, or indefinitely. If a repair is needed, families may be asked to pay the cost of repair fees before being issued a loaner device.

Students in grades 3 through 12 **MUST** take their chromebook home to charge every night. Chromebooks that are damaged need to be turned in to the Technology Department as soon as possible. If there are loaner chromebooks available the student may be assigned a temporary loaner chromebook until their chromebook can be repaired.

## **Students**

1. Students will charge the device at home. No charging will be allowed at school. All power cords need to stay at home.
2. Students are only permitted to download the apps that have been approved by the technology department.
3. Stickers are not permitted on the sides, bottom, or inside of the Chromebook.
4. Students will immediately make the district device available to any school administrator or teacher for inspection upon request.
5. Students who fail to bring their chromebook to school and/or bring their chromebook not fully charged may get a loaner from the technology office in room 336 of the High School (for 6-12 students), or from the cart at the top of the stairs in the Elementary (for 3-5 students) if there

are any available. Grades 6-12 students are limited to 3 loaner chromebooks per quarter. After the 3rd time a student needs a loaner in a quarter there will be disciplinary action. Grades 3-5 may get a loaner at their teachers discretion. Getting a loaner chromebook due to your device being repaired doesn't count as part of the 3 loaners.

6. Students will retain the same device for three or more years. It is the student's responsibility to keep the device in proper working order.
7. Students will immediately report to the building administration or teacher if their device is lost or any incidents of inappropriate communications sent or received in any form using their Madison Local School District owned technology.
8. Students will always transport the Chromebook in the carrying case provided, with it securely closed. If given a live-in case (new to 3rd, 6th and 9th grades) computers are NEVER to be removed or corners detached from the case.
9. Students will use the Chromebook on a flat, level surface.
10. Students will protect the Chromebook from extreme temperatures, direct sunlight, liquids, food, hot/cold cars, pets, and sharp objects.

### **Students Will NOT**

1. Stack other books on top of the Chromebook.
2. Eat or drink around the Chromebook
3. Lean on the Chromebook or its screen, poke the screen or place anything on the Chromebook.  
Do not place anything between the keyboard and its screen.
4. Bump the Chromebook against lockers, walls, doors, car doors, floors, etc.
5. Remove or deface identification labels of any kind including the serial number sticker and name tag.
6. Draw or write on the Chromebook and/or case.
7. Lend the device to anyone else.
8. Share personal information about self or family with others.
9. Search for, download, display, post, or distribute vulgar, offensive materials and images described in Acceptable Use Policies (AUP)
10. Carry the chromebook anywhere outside a classroom without having it zipped/snapped securely in the district provided carrying case.
11. Remove or detach the corners of their chromebook from the live in case provided. to grades 3, 6, 9 in 2024



12. Attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
13. Attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.

### **Parents/Guardians**

1. Review materials provided by the school to ensure understanding of district, parent and students responsibilities.
2. Discuss at home with student acceptable and unacceptable use of the Chromebook according to district policies, and online responsibilities.
3. Ask to see what your child is doing with the Chromebook. Become increasingly active parents, asking what sites your child accesses and what Apps/extensions are being used and how they work.
4. Utilize resources that promote positive conversations regarding digital citizenship and safety/conduct.
5. Understand that the district has made reasonable attempts to provide a safe computing environment for students, but also understand that students using their device are responsible and accountable for the appropriate use of the internet regardless of where they are, or when internet use occurs.
6. Ensure that the device is utilized only by the designated student.
7. Make sure that the Chromebook, when requested or upon withdrawal, is returned to the Madison Local School District and is in good working condition
8. Monitor the student's use of the internet when he/she is not at school.
9. Sign the Acceptable Use Policy (AUP) in final forms. **and pay the \$30 Technology Protection Plan so that students may be issued their Chromebook.**
10. Are responsible for the entire cost of the Chromebook if it is lost, stolen, or damaged due to student neglect. Prices will vary annually.
11. Are responsible for the entire cost of a Chromebook if their student damages another student's Chromebook. Prices will vary annually.

### **Care**

The Chromebook is the property of Madison Local Schools and all users will follow these rules and the Acceptable Use Policy. Students are responsible at all times for the care of the device to which they are assigned.

1. Use only a soft, lint-free microfiber cloth to clean the screen.
2. Avoid getting moisture and liquids on the device/accessories.
3. Do not use window cleaner, household cleaner, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device.
4. Under no circumstances should devices be left in unsupervised areas including school grounds, athletic fields/areas, cafeterias, computer labs, classrooms, dressing rooms, and hallways. Unsupervised devices will be confiscated and disciplinary action will be taken.
5. Students in grades 3 -12 will not have the opportunity to charge their devices at school, devices are to come to school, each day, charged to 100%, and ready for use.
6. Pressure/weight may crack the screen, avoid placing anything on top of the device.
7. Do not cram the device in a bag or locker.
8. Never place or consume food or drink near the device. Do not use your device at cafeteria tables when food or drink is present.
9. Extreme heat or cold can harm the device. Never leave the device in a hot or frozen car.
10. Never leave your device on the floor, a chair, or sofa. Stepping or sitting on the device could cause significant damage.
11. Do not disassemble or attempt to repair the device, or take the device to a third-party for repair. All repairs must be made by the Madison Local School District Technology Department.
12. Take good care of your new Chromebook. You will use the same Chromebook for 3 or more years.
13. Always carry your Chromebook in the provided case. Do not remove or detach the corners of your chromebook from the live in case provided. **to grades 3,6,9 in 2024**
14. Set your Chromebook on a flat surface to use it. An example of a flat surface is a desk or table.
15. Never place a heavy object or a lot of objects on top of your Chromebook.
16. Charge your Chromebook every night at home.
  - a. If you close the lid of your Chromebook, you will help save the battery.
  - b. You can use your Chromebook when the level is low. Just remember to charge when you get home.

- c. When you plug in your Chromebook to charge it, look for the charging light indicator. This will assure you that your Chromebook is being charged.
- d. Let the Chromebook completely charge to a full battery.
- e. Charging a Chromebook could take up to 4 hours. Therefore, plug it in to charge and go do something else.

## **Receiving Your Chromebook**

Chromebooks will be distributed within the first week, during smart start, and/or during orientation of each school year. Parents/Guardians and students MUST sign, in Final Forms, the Madison Local School District Chromebook Acknowledgement document **and pay the \$30 Technology Protection Plan** for Chromebooks going home with students before the Chromebook can be issued to their child. This Chromebook Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Madison Local School District. Chromebooks will be collected at the end of each school year and students will retain their original Chromebook each year while enrolled at Madison Local School District.

## **Returning Your Chromebook**

All district owned Chromebooks, along with their power supplies and cases labeled with the student's name, must be returned at the end of the school year to their respective building's Technology Department. Students leaving the District must return district owned Chromebooks at the time of withdrawal, to the Technology Department. Any Chromebook not returned will be considered stolen property, law enforcement agencies will be notified, and/or the cost of replacement will be added to your student's Payschools Central account.

## **Effective Date and Expiration**

**Coverage is effective from the date this technology protection plan is purchased. Subject to immediate termination for the failure to timely pay the premium, the coverage shall end on the date that the device is required to be returned to the school, whether or not that device is returned to the school by that date. This is an annual plan.**

## **Signature**

By signing I acknowledge that I have read & understand the terms of the Madison Local School Districts Chromebook Policy. I acknowledge I am financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, and/or damaged on or off Madison's campus due to intentional reckless, willful, wanton and/or malicious conduct, and/or neglect.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_