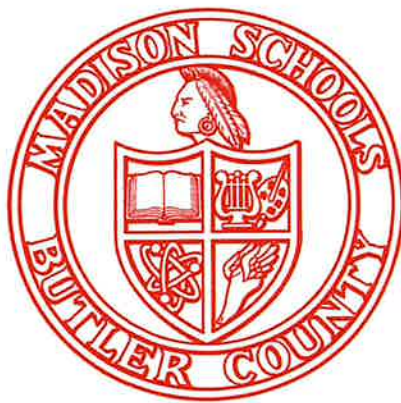


# Madison Middle School

## 2025-2026



“Home of the Mohawks”



Text or Call  
844-SAFEROH (844-723-3764)  
SPEAK UP SAVE LIVES



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**NOTE:** This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June, 2021. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: [www.madisonmohawks.org](http://www.madisonmohawks.org)

**MADISON MIDDLE SCHOOL**  
**5797 West Alexandria Road**  
**Middletown, Ohio 45042**

*Welcome to Madison Middle School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.*

*If you have any questions, please contact the principal.*

## **DIRECTORY**

### **Madison Middle School**

Main Number/Attendance	420-4916
Athletics	420-4788
Guidance	420-4775
Fax	420-4990





## 8th gr. Regular Bell Schedule

Period 1	7:37 - 8:32
	<b>Alg. 1</b> 7:37 - 8:25
Period 2	8:35 - 9:29
Period 3	9:32 - 10:26
Period 4a	10:29 - 10:38
Lunch	<b>10:38 - 11:08</b>
SEL	<b>11:09 - 11:24</b>
Period 4b	11:25 - 12:10
Period 5	12:13 - 1:08
Period 6	<b>1:11 - 1:41 (CONNECT)</b>
Period 7	<b>1:45 - 2:30 (Elective)</b>

## 8th gr. 2hr. Delay Bell Schedule

Period 1	9:37 - 10:15
	<b>Alg. 1</b> 9:37 - 10:08
Period 2a	10:18 - 10:38
Lunch	<b>10:38 - 11:08</b>
SOS	<b>11:09</b>
Period 2b	11:13 - 11:28
Period 3	11:31 - 12:07
Period 4	12:10 - 12:47
Period 5	12:50 - 1:26
Period 6	<b>1:30 - 1:58 (Connect)</b>
Period 7	<b>2:02 - 2:30 (Elective)</b>



## 7th gr. Regular Bell Schedule

Period 1	7:37 - 8:32
Period 2	8:35 - 9:29
Period 3	9:32 - 10:26
Period 4a	10:29 - 10:53
Lunch	<b>10:53 - 11:23</b>
SEL	<b>11:24 - 11:39</b>
Period 4b	11:40 - 12:10
Period 5a	12:13 - 12:52
Period 6	<b>12:56 - 1:41 (Elective)</b>
Period 5b	1:43 - 1:57
Period 7	<b>2:00 - 2:30 (CONNECT)</b>

## 7th gr. 2hr Delay Bell Schedule

Period 1	9:37 - 10:14
Period 2a	10:17 - 10:53
Lunch	<b>10:53 - 11:23</b>
SOS	<b>11:24</b>
Period 2b	11:31 - 12:07
Period 3	12:10 - 12:47
Period 4	12:50 - 1:26
Period 6	<b>1:30 - 1:58 (Elective)</b>
Period 5b	2:02 - 2:30



## 6th gr. Regular Bell Schedule

	6-4		6-2
Period 1	7:37 - 8:25 (Elective)	Period 1	7:37 - 8:25 (Elective)
Period 2	8:29 - 9:59	Period 2	8:29 - 10:45
Period 3a	10:02 - 11:08	Period 3a	10:48 - 11:08
	11:08 - 11:38		11:08 - 11:38
	11:39 - 11:55 SEL		11:39 - 11:55 SEL
Period 3b	12:00 - 12:24	Period 3b	12:00 - 12:45
Period 4	12:27 - 1:57	Period 4	12:45 - 1:57
Period 5	2:00 - 2:30 (Connect)	Period 5	2:00 - 2:30 (Connect)
	ELA/SS = Mr. Carter		LA/SS = Mrs. Lindon
	Math = Mrs. Troidl		Math/Sci = Ms. Sawyer
	Sci/I&E = Ms. Bowling		

## 6th gr. 2hr. Delay Bell Schedule

	6-4		6-2
Period 1	9:37 - 10:08 (Elective)	Period 1	9:37 - 10:08 (Elective)
Period 2a	10:12 - 11:08	Period 2	10:12 - 11:08
Lunch	11:08 - 11:38	Lunch	11:08 - 11:38
	11:39 SOS		11:39 SOS
Period 2b	11:43 - 11:51	Period 2b	11:43 - 12:25
Period 3	11:54 - 12:58	Period 3	12:28 - 2:06
Period 4	1:01 - 2:06		
Period 5	2:10 - 2:30 (Connect)	Period 5	2:10 - 2:30 (Connect)
	ELA = Mr. Carter		LA/SS = Mrs. Lindon
	Math = Mrs. Troidl		Math/Sci = Ms. Sawyer



**Electives:**

6th Grade: Art, Intro. to Band, Music, Physical Education, Health

7th Grade: Art, Band, Choir, Physical Education, Health, Engineering

8th Grade: Art, Band, Choir, Physical Education, Engineering

**FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June, 2025. If any of the policies or administrative guidelines referenced herein are later revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

**MADISON LOCAL SCHOOL DISTRICT MISSION**

Madison Local Schools will equip and inspire students to pursue their individual purpose in life!





## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Human Resource Director (513) 420-4750

Middle School Principal (513) 420-4916

Complaints will be investigated in accordance with the procedures as described in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### **Board of Education**

Mr. Jeff Staggs	Superintendent
	Treasurer
Mr. Aaron Lawson	President of Board
Mr. Alex Webb	Vice President
Dr. Paul Jennewine	Member
	Member
Dr. Joe Solomito	Member

### **Middle School Office Staff**

<b>Principal:</b>	Jennifer Dennis	<a href="mailto:jenny.dennis@madisonmohawks.org">jenny.dennis@madisonmohawks.org</a>
<b>Secretary:</b>	Angie Day	<a href="mailto:angie.day@madisonmohawks.org">angie.day@madisonmohawks.org</a>
<b>Guidance Counselor:</b>	Rachel Reynolds	<a href="mailto:rachel.reynolds@madisonmohawks.org">rachel.reynolds@madisonmohawks.org</a>



## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the guidance department.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.



## **SECTION I - GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment.

#### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

- A.** unless enrolling under the District's open enrollment policy.
- B.** unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parents or legal guardian.

When enrolling, parents must provide copies of the following:

- A.** a birth certificate or similar document
- B.** court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C.** proof of residency
- D.** proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Office will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in



addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A.** an updated copy of the student's transcript;
- B.** a report of the student's behavior while in DYS custody;
- C.** the student's current IEP, if one has been developed for the child; and
- D.** a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if he/she is under the age of 18.





Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, varicella and meningitis, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with the counsel of their child's prescriber, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the school nurse and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the clinic by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from



a parent AND physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("EPI pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, EPI pens, or inhalers to any other student for their use or possession.

1. Medication must be brought to school directly by the parent.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

From time to time, students have medical needs that could be met at school by giving them over-the-counter medications. Current School Board Policy will allow over-the-counter medications to be given without a physician's signature; however, a parent's consent is still required. The appropriate form is available in the clinic, on the school's website, or on Final Forms. An adult must bring the medication, in the original container, to the school.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.



A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOODBORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.



Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

- A. Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
- B. Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- C. Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, he/she must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or a local health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

- D. The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or local health service.

- E. The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
- F. The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:





- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Special Education Office to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for homeless students through the main office.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes:



Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within five (5) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you



may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the school website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the guidance office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;



- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the guidance office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- I. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- J. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov) and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES AND FINES**





Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Madison Local Schools charge specific fees for materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

Student's borrowing a chromebook or other technology devices will pay an insurance fee.

### **STUDENT FUNDRAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fundraisers:

- A. Crowd-funding activities are governed by Policy and Administrative Guideline 6605.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
- D. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fundraising activity.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.



## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, cologne in glass bottles, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **MEAL SERVICE**

The School participates in the National School Lunch Program and makes meals available to students. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria.

There is to be no food or drink in any other area without permission from administration. No outside food may be brought into the cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

For information regarding meal charging procedures, see AG 8500D.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes he/she is eligible, contact food services.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.



- H. Students are required to carry identification cards with them at all times in school or on school property.
- I. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

### **EVACUATION, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct evacuation drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a public service announcement. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted a minimum of once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

#### **WKRC, WCPO, WHIO**

- A. Information concerning school closings or delays can also be found on the School's web page at [www.madisonmohawks.org](http://www.madisonmohawks.org) or Madison Local School's Facebook page.
- B. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.



## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and no pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

The lost and found area is in the commons. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **USE OF OFFICE TELEPHONES**

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- A. Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF PERSONAL COMMUNICATION DEVICES**

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.





**Students cannot use their PCD at any time during the school day.**

**Airpods are not to be worn in the hallways. It is a safety concern.**

The district is not responsible for lost or damaged PCD or airpods.

**Process for Violation of This Policy:**

Students who violate the rules for the use of cell phones and other electronic devices, set forth above, will face corrective action as described below:

- **1st Offense: Cell phones, airpods, and other personal electronic devices will be confiscated by school staff and may be picked up by the student at the end of the school day in the Middle School office.**
- **2nd Offense: After school detention will be assigned. Confiscated device will remain in the office until a detention is served or until a parent/guardian picks up the device.**
- **3rd Offense: Student will not be permitted to possess a cell phone during the school day for the remainder of the year. Additional disciplinary consequences may apply.**

**ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

- A. The School has a central bulletin board located in the commons that may be used for posting notices after receiving permission from the Principal.

**CONNECT EXPECTATIONS**

- The goal of Connect is for students to work on assignments, finish assessments, and to receive interventions and/or enrichment based on their academic needs.

**SECTION II - ACADEMICS**

**FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally



administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.
- D. The principal may deny a student from attending a field trip.

## **GRADES**

Madison Middle School has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate mastery towards content standards in that course. In general, students are assigned grades based upon test results, homework, and projects. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

The School applies the following grading system:

ACADEMIC			QP	ACADEMIC			QP
A+	96.5-100	4.00	C-	69.5-72.49	1.67		
A	92.5-96.49	4.00	D+	66.5-69.49	1.33		
A-	89.5-92.49	3.67	D	62.5-66.49	1.00		
B+	86.5-89.49	3.33	D-	59.5-62.49	0.67		
B	82.5-86.49	3.00	F	Below 59.49	0.00		
B-	79.5-82.49	2.67	I	Incomplete			
C+	76.5-79.49	2.33	W	Withdrawn			
C	72.5-76.49	2.00					

### **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.



**Grading Periods**

Students can view their grades via Progress Book at any time and at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

**PROMOTION, ACCELERATION AND RETENTION**

**Promotion to the next grade (or level) is based on the following criteria:**

- A. current level of achievement based on instructional objectives and mandated requirements for the current grade
- B. potential for success at the next level
- C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

**A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:**

- A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
- B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

**A student may be retained at his/her current grade level based on the following criteria:**

- A. failure to demonstrate proficiency in the core subjects



B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level

C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if he/she is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade. Even if he/she falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A)(3) on the State mandated assessment except in accordance with the provisions of Policy 2623.02 - Third Grade Reading Guarantee or in accordance with State law.

No student will be promoted to the ninth grade unless s/he has completed a one-year course in American History.

### **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option.

Any interested student should contact the guidance office to obtain the necessary information.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.





Recognition for such activities is initiated by the staff and coordinated by the administration.

**Sons/Daughters of the American Revolution :** Dependability, Cooperation, Leadership, Patriotism, Cleanliness of speech and habit

**Merit Roll :** 3.0-3.49 GPA

**Honor Roll :** 3.5-3.74 GPA

**Presidential :** 8th gr. only 3.5+ GPA (cumulative gr. 6-8)

**Top 20 :** 8th gr. only Highest GPA (cumulative gr. 6-8)

**Excellent Attendance :** Maximum of 3 absence events entire year

**Principal's List :** 3.75-4.0 GPA

**Perfect Attendance :** 0 Absences / 0 Minutes of School Missed

### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

**Scholar Athlete** - Athlete maintained 3.5+ GPA while participating in a school sponsored sport.

## **HOMEWORK**

Homework may be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for classroom assessments, state tests, and high school graduation.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the



Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of

minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

A. Students are responsible for their behavior and communication on the Network.



- B. Students may only access the Network by using their assigned a Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited. This provision shall not limit the use of the Network by students for the purpose of communicating with elected representatives or expressing views on political issues.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. For further information on cyberbullying, visit <http://www.cyberbullying.ca>

**Cyberbullying includes, but is not limited to the following:**

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;



4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

**Students are expected to abide by the following generally- accepted rules of network etiquette:**

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you “meet” on-line without parent approval and participation.
8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.





9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
10. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing systems are prohibited.
11. Students may not use the Network in such a way that would disrupt its use by others.
12. Students must avoid intentionally wasting limited resources.
13. Students may not bypass or attempt to bypass the District's Technology Protection Measure.
14. Students must immediately notify the teacher or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain Access.
15. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
16. Downloading of information onto the Board's hard drives is prohibited, without prior approval from an administrator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
17. Students must secure prior approval from a teacher or the administrator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs".
18. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right



to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

19. Users have limited expectation of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. **Students' parents have the right to request to see the contents of their children's files and records.**
20. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
21. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
22. Students may not establish or access web-based email accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
23. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.



**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 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.

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("email"). Parents who elect to communicate with a staff member via email are required to keep the District informed of any changes to their email address.

## **STUDENT ASSESSMENT**

### **Testing**

8th grade students who are in Algebra I will take one end-of-course exam. Students can earn from 1-5 points for each exam, based on their performance.

- 5 – Advanced,
- 4 – Accelerated
- 3 – Proficient
- 2 – Basic
- 1 – Limited





Group tests (**MAP**) are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

### **PUBLIC SCHOOL CHOICE OPTIONS**

Parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, he/she also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED ATHLETICS, CLUBS AND ACTIVITIES**

Madison Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.



Art Club	Band (6th-8th)	Basketball: 7th & 8th Grade Boys 7th & 8th Grade Girls	Cheerleading: -7th & 8th Grade Basketball -7th & 8th Grade Football
Choir (7th-8th)	Cross Country: 7th & 8th Grade Boys 7th & 8th Grade Girls	Football: 7th & 8th Grade	Student Council
Thespians	Track: 7th & 8th Grade Boys 7th & 8th Grade Girls	Volleyball: 7th & 8th Grade	Wrestling
Yearbook			

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Pay to participate fees are \$400.00 per activity/sport without a cap.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information. (Refer to Board Policy po5730)

### **ATHLETICS**



Madison Middle School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

Pay to participate fees are \$400.00 per activity/sport without a cap.

### **ATHLETIC ELIGIBILITY**

Athletic eligibility will be determined at each mid-term and at the end of a term. Students would lose or keep eligibility at each reporting period. In order to gain eligibility, a student must have a 1.5 GPA and have passed/earned the equivalent of 5 credits. Eligibility begins and/or ends on the 5th school day of the following reporting period.

### **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, he/she must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.



- A. Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **Truancy**

Unexcused absence from school (truancy) is not acceptable. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy two (72) or more hours in 1 school year.

If a student is habitually absent and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

### **Excused Absences**

Students may be excused from school for one or more of the following reasons:

1. Personal Illness
2. Illness in the Family
3. Death of a Relative
4. Quarantine of the Home
5. Work at home due to the absence of parents or guardians
6. Religious Reasons
7. Emergency reasons that must be considered to have good and sufficient cause for the absence. (Court appearance, college visit, family vacation, etc.)

A student is considered truant if he or she is absent or tardy from school without a legitimate excuse.

Absences may be excused if they meet the requirements listed above. However, each student will be permitted to accumulate a **maximum of 10** excused absences **(parent/guardian notes), per year (including vacation days)**. After a student has accumulated 10 excused absences, 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).

### **Notification of Absence**

If a student will be absent, the parents must notify the School at (513) 420-4916 by 9:00am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within 72 hours after the student's absence. When no





excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. Each day a computer-generated system will make a call for any student that has not had a parent notification of the student's absence.

A skipped class or part of the school day will be identified as an unexcused absence and the student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

### **Tardiness to School**

Students arriving after the start of school are required to sign in at the main office. The tardy student will be given an admit slip to enter class. The following guidelines will be used to record absences, tardies and early dismissals from school:

ARRIVALS    after 7:37 tardy  
                 after 11:00 half day absence  
                 after 12:52 absent full day

DISMISSALS before 9:14 absent full day  
                 between 9:15 and 11:42 half day absence  
                 after 11:43 early dismissal

### **Penalties for Excessive Tardies to School**

A student who is tardy to school 3 or more times during a semester will be disciplined as follows. Parents will receive a disciplinary notification if a student is assigned a detention or is suspended for excessive tardiness to school.

3rd-6th Tardy to School = unexcused, Lunch Detention Assigned  
7+ Tardy to School = unexcused, Lunch Detention Assigned, office referral

The first two (2) tardies of the semester are automatically excused. Additional tardies will only be excused with a doctor's note. A student who is tardy to school more than 7 times during the semester will be considered to have a chronic tardiness problem and may be suspended from school or receive an alternative disciplinary action. If necessary, an Administrator will schedule a conference with parents of tardy students to decide whether to refer said students to Juvenile Court.

### **Tardiness To Class**

Tardiness to class results when a student fails to report to his/her assigned class on time. Students who are tardy to class receive disciplinary consequences in accordance with grade level behavioral contracts.



**Truancy From School**

A student is considered truant when he/she is absent from school without knowledge of and/or permission from his/her parent and/or school officials. Truancy is a serious violation of the state compulsory attendance laws and will result in an unexcused absence as well as additional disciplinary consequences (see Senate Bill 181).

**Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the guidance office.

**Make-up of Tests and Other School Work**

Students who are absent from school shall be given the opportunity to make up missed work. The student should contact his/her teacher(s) as soon as possible to obtain assignments. The number of days for completion of make up work will be equivalent to the number of days of absence.

If a student misses a teacher's test due to an absence, he/she should make arrangements with the teacher to take the test at another time. If he/she misses a State mandated assessment test or other standardized test, the student should consult with the administration to arrange for administration of the test at another time.

**Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

- A. A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.
- B. The student must complete missed assignments during the suspension and turn them in to the Teacher. The number of days for completion of make up work will be equivalent to the number of days of absence.

**Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

**HB410 – Student Attendance**

HB410 was passed to encourage and support a preventative approach to excessive absences and truancy. A student, under the age of 18, will be considered habitually



truant if the student is absent without a legitimate excuse for thirty or more consecutive hours, for forty-two or more hours in one school month, or for seventy-two or more hours in one school year. An intervention team will develop an intervention plan in an effort to reduce or eliminate further absences. If after reasonable efforts, the student will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

### **Vacations During the School Year**

Students are excused from school to participate in family vacations. Vacation days are **limited to five (5) days per school year**. The procedure for requesting a vacation form is as follows:

1. Present a written request for a family vacation to the attendance office at least three (3) days prior to the vacation. This request must include the dates you intend to be absent, parent signature, and a phone number where a parent may be reached to confirm the request.
2. Family vacations must be approved prior to the absence. Failure to follow proper notification procedures may result in the absence being unexcused.
3. Students who are 18 years or older are required to comply with this process and may not present requests written or signed by themselves.
4. A Vacation Form must be signed by all of the student's teachers and an administrator. The completed form is then returned to the Attendance Secretary.

### **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.

### **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

#### **Expected Behaviors**

Students are expected to:

- A. act courteously to adults and fellow students;
- B. be prompt to school and attentive in class;
- C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- D. complete assigned tasks on time and as directed;
- E. help maintain a school environment that is safe, friendly, and productive;
- F. act at all times in a manner that reflects pride in self, family, and in the School.

#### **Classroom Environment**

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

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class have the opportunity to learn.

#### **Dress and Grooming**





Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

The Board of Education and Administration of Madison Middle School are desirous of establishing and enforcing minimum dress and grooming guidelines. We wish to avoid having bizarre dress and grooming styles that (1) divert the attention of the pupils from the primary function of the school, which is education, and (2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program.

The following guidelines have been adopted by the Madison Board of Education for this school year.

All students are expected to wear appropriate school clothing for an air-conditioned building. In general, clothing should be neat and clean. Any holes in pants should be patched or lower than expected short wearing length.

Tops, such as blouses and shirts must have full sleeves with underarm material and must be buttoned and worn appropriately. Undergarments are not to be seen. Girls' clothing will not be low cut, strapless or halter-style, see-through or otherwise in bad taste. Students are not permitted to wear pajamas/sleepwear and/or house slippers. Students are not to wear any clothing with words across the buttocks.

Because school age students vary greatly in height and weight, it is difficult to establish an absolute standard for the length of shorts. The recommended length for shorts and/or skirts (including shorts or skirts that have leggings under them) will be 4" from the top of the kneecap. Please refer to the dress code ruler on the back of this planner.

Tank tops and halter-tops are not considered appropriate. Midriffs are not to be exposed; all tops are to be "tuckable". Hats, sweatshirt hoods and sunglasses are not to be worn inside the building during school hours. Transparent clothing, lettering or pictures on shirts will not be worn if vulgar, immoral, suggestive, disruptive or degrading to anyone. Any clothing with alcohol, drug or tobacco advertising is unacceptable. Any chains, collars, make-up and/or other items that have the potential of being used as a weapon or are educationally distracting will not be permitted at school.

The dress code policy is in effect for all school activities. In general, clothing shall not be a distraction or a safety hazard to the educational process. An Administrator will make a final judgment on the appropriateness of any mode of student dress. Non-compliant students will have the opportunity to change and/or call home for clothing. Students found in violation may be subject to disciplinary action.

## **Gangs**



Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or losses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## **BULLYING, HARASSMENT, AND INTIMIDATION**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en-route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

**Harassment, intimidation, or bullying means:**



any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes he/she has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.



If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy





rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including the person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**



The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within



a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **TITLE IX SEXUAL HARASSMENT**

It is the policy of the Board of Education to maintain an educational environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

## **ZERO TOLERANCE**



No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

## **STUDENT CODE OF CONDUCT**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/Use Of Drugs And/Or Alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **2. Possession/Use Of Tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

### **3. Use And/Or Possession Of A Firearm**





Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

- A. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- B. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

#### **4. Use And/Or Possession Of A Weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

- A. Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents and teachers.

#### **5. Use Of An Object As A Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

#### **6. Knowledge Of Dangerous Weapons Or Threats Of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.



## **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

## **8. Physically Assaulting A Staff Member/Student/Person Associated With The District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

## **9. Verbally Threatening (Either Orally, In Writing Or Otherwise Expressed) A Staff Member/Student/Person Associated With The District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

## **10. Misconduct Against A School Official Or Employee, Or The Property Of Such A Person, Regardless Of Where It Occurs**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

## **11. Misconduct Off School Grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

## **12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

## **13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.



**14. Falsification Of School Work, Identification, Forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**15. Bomb Threats And Other False Alarms And Reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**17. Possession And/Or Use Of Explosives And/Or Fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs, poppers, glass bottles of cologne). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

**18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, Or Knowingly Receiving Or Possessing Stolen Property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school



without prior authorization from the Administration. The School is not responsible for personal property.

## **20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

## **21. Damaging Property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

## **22. Persistent Absence Or Tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

## **23. Unauthorized Use Of School Or Private Property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

## **24. Refusing To Accept Discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

## **25. Aiding Or Abetting Violation Of School Rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## **26. Displays Of Affection/Sexual Activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

## **27. Possession Of Electronic Equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of The Administration. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic





equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

### **28. Violation Of Individual School/Classroom Rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

### **29. Violation of Bus Rules (see Section V – Transportation)**

### **30. Interference, Disruption Or Obstruction Of The Educational Process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **31. Harassment And/Or Aggressive Behavior (Including Bullying/Cyber-bullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyber-bullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

### **32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **33. Violent Conduct**



Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

#### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

#### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

#### **36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

#### **37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior.)

#### **38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

#### **39. Possession Of Pornography**

Possessing sexually explicit material.

#### **40. Unauthorized Use Of Vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

### **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board.

Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be removed from school transportation for infractions of school bus rules.



The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the school.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

### **Teacher Detentions:**

Teachers assign detentions for violations of their classroom rules. Teacher detentions are assigned at the discretion of the teacher and may be assigned before, after, or during school hours. Students receiving detention from a teacher will be given a detention slip describing the nature of the offense and the date and time of the assigned detention. Students shall be given 24 hours notice of an assigned teacher detention. **Transportation to/from teacher detentions are the responsibility of the student/parent. No school transportation will be provided.** Students that are absent from school on the date of an assigned detention must make arrangements with the teacher to make up the detention. Failure to serve teacher detention will result in both lunch detentions and administrative detentions or suspensions.

### **Administrative Detentions**

Administrative detentions are assigned by an administrator and or designee and will be held every Tuesday and Thursday after school from 2:30 p.m. until 3:30 p.m. Students assigned to administrative detentions are required to bring schoolwork and keep busy for the entire time. Failure to serve administrative detentions will result in additional disciplinary measures. Students receiving an excessive amount of administrative detentions may also be recommended for further disciplinary measures.

### **In-School Intervention**

An administrator for more serious violations of the Code of Conduct shall assign students to In-School Intervention. In-School Intervention is an alternative to Out-of-School Suspension. The goal of IS is to modify inappropriate behavior without a loss of school credit. Students assigned to IS are required to complete all schoolwork, as well as any other intervention work assigned by the IS monitor.

### **Out-of-School Suspension (including Expulsion):**

Students shall be suspended out of school for the most serious offenses such as fighting, harassing others, controlled substances, theft, or repeated offenses. Students suspended out of school shall receive schoolwork and need to be completed in a timely manner. Students suspended or recommended for expulsion shall have the right to appeal the suspension or expulsion before the principal and/or superintendent

## **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.



As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

### **Removal of Bus Riding/Transportation Privileges**





When a student is being considered for removal of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed removal at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to remove his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are removed, he/she and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

### **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INTERROGATION OF STUDENTS**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.



If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and he/she (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If a law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the administration twenty-four (24) hours prior to display

### **SECTION V - TRANSPORTATION**

#### **Bus Transportation to School**

The transportation schedule and routes are available by contacting Transportation at 513.420.4779.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.



The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

*Students must comply with the following basic safety rules:*

#### **Prior to loading (on the road and at school)**

*Each student shall:*

- A. be on time at the designated loading zone;
- B. stay off the road at all times while walking to and waiting for school transportation;
- C. line up single file off the roadway to enter;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. properly board and depart the vehicle;
- G. go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

*Each student shall:*

- A. remain seated while the school transportation is in motion;
- B. keep head, hands, arms, and legs inside the school transportation at all times;
- C. not push, shove or engage in scuffling;
- D. not litter in the school vehicle or throw anything in, into, or from the vehicle;



E. keep books, packages, coats, and all other objects out of the Aisle;

F. be courteous to the driver and to other riders;

G. not eat or play games, cards, etc.;

H. not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

I. not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### **Exiting the school vehicle**

*Each student shall:*

A. remain seated until the vehicle has stopped;

B. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

C. be alert to a possible danger signal from the driver.  
The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Video Recordings on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

A. When the school provides transportation, students shall not drive to school-sponsored activities.

1. unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.

B. An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the





parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.

C. All vehicles entering school property are subject to search and inspection.

### **Transportation of Students By Private Vehicle**

When transportation by district vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

### **Use of Motorized Utility Vehicles**

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

