

# **Madison Local School District**



Secondary  
Grades 6-12  
Parent & Student  
Handbook  
2019-2020

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<b>NOTE:</b>	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. 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.
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## MADISON LOCAL FACILITIES DIRECTORY

### **Administration Building**

1379 Grace Street  
Mansfield, Ohio 44905  
Phone: 419-589-2600  
Fax: 419-589-3653  
Lee Kaple, Acting Superintendent  
Robin Klenk, Treasurer

### **High School**

600 Esley Lane  
Mansfield, Ohio 44905  
Phone: 419-589-2112  
Fax: 419-589-2533  
Robert Peterson, Principal  
James Riggle, Career Technical Director  
Sean Conway, Assistant Principal  
Doug Rickert, Athletic Director

### **Middle School**

1419 Grace Street  
Mansfield, OH 44905  
Phone: 419-522-0471  
Fax: 419-522-1463  
Jonathan Muro, Principal – *Grades 5-8*  
Andy Kepple, Assistant Principal – *Grades 5-8*  
Eric Turlo, Associate Principal – *Grades 5-8*

### **Eastview Elementary**

1262 Eastview Drive  
Mansfield, Ohio 44905  
Phone: 419-589-7335  
Fax: 419-589-3031  
Melissa Wigton, Principal

### **Mifflin Elementary**

441 Reed Road  
Mansfield, Ohio 44903  
Phone: 419-589-6517  
Fax: 419-589-6659  
Nathan Stump, Principal

### **South Elementary**

700 South Illinois Avenue  
Mansfield, Ohio 44907  
Phone: 419-522-4319  
Fax: 419-526-2911  
Melissa Warner, Principal  
Nichole Cox, Assistant Principal

### **Madison Early Childhood Learning Center**

103 Bahl Avenue  
Mansfield, Ohio 44905  
Phone: 419-589-7851  
Fax: 419-589-6649  
Natasha Repp, Supervisor

### **Bus Garage**

Rear, 600 Esley Lane  
Mansfield, OH 44905  
Phone: 419-589-3473  
Fax: 419-589-9527  
Mike Yost, Transportation Supervisor

### **Food Services**

1419 Grace Street  
Mansfield, Ohio 44905  
Phone: 419-522-0471  
Fax: 419-522-1463  
Diane Coleman, Supervisor

### **Technology Department**

600 Esley Lane  
Mansfield, Ohio 44905  
Phone: 419-589-2182  
Fax: 419-589-2177  
Steve Barr, Director of Technology

### **Special Services**

1419 Grace Street  
Mansfield, OH 44905  
Phone: 419-589-1130  
Fax: 419-589-1120  
Patricia Tresey, Student Services Supervisor

### **Adult Education**

600 Esley Lane  
Mansfield, Ohio 44905  
Phone: 419-589-6363  
Fax: 419-589-2150  
Sonja Pluck, Director  
Lisa Miracle, Assistant Director

### **Maintenance Department**

1419 Grace Street  
Mansfield, OH 44905  
Phone: 419-522-0471  
Fax: 419-522-1463  
Steve Crist, Operations Supervisor

**Madison Local School District Board of Education**

Mr. Jeff Meyers, President  
Mr. John Luedy, Vice President  
Mrs. Jane McGinty  
Mrs. Amy Walker  
Mr. Tim Wigton

**Acting Superintendent**

Mr. Lee Kaple

**Treasurer**

Mrs. Robin Klenk

**Assistant Treasurer**

Mrs. Sandi Davis

**Director of Curriculum and Instruction**

Mrs. Renee Neron

**Director of Federal Programs, Assessment and Gifted**

Mrs. Lisa Gonzalez

**STUDENT/PARENT HANDBOOK**

*Welcome to the Madison Local School District. 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.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact the principal. Please see the facilities directory in this handbook for contact information.*

*Lee Kaple  
Acting Superintendent*

## MADISON LOCAL SCHOOL DISTRICT 2019-2020 CALENDAR

**July 2019**

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**August 2019**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**September 2019**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**October 2019**

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**November 2019**

S	M	T	W	TH	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**December 2019**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January 2020**

S	M	T	W	TH	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February 2020**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March 2020**

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April 2020**

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May 2020**

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June 2020**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July 2020**

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August 2020**

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**First Semester**

August 9		New Staff Orientation
August 12		Opening Day Meeting
August 13-14		In-Service Day
<b>August 15</b>		<b>First Day of School</b>
August 19		First Day of Kindergarten
September 2	No School	Labor Day
September 20		Interim Reports
October 7	No School	In-Service Day
<b>October 18</b>	2 hr.	<b>Early Dismissal/End 1st 9 wks.</b>
October 24		P/T Conferences
October 29		P/T Conferences
November 15		Interim Reports
November 27-29	No School	Thanksgiving Break
<b>December 20</b>	2 hr.	<b>Early Dismissal/End of Semester</b>

**Second Semester**

Dec. 23 - Jan. 3	No School	Winter Break
January 6		Back to School
January 20	No School	M.L. King Day
February 7		Interim Reports
February 13		P/T Conferences
February 14	No School	In-Service Day
February 17	No School	Presidents' Day
February 18		P/T Conferences
<b>March 13</b>	2 hr.	<b>Early Dismissal/End of 3rd 9 wks.</b>
April 6 - April 13	No School	Spring Break
April 14		Back to School
April 17		Interim Reports
<b>May 20</b>	2 hr.	<b>Early Dismissal/Last Day of School</b>
May 21		Teachers' Records Day
May 22		Graduation

*\*\*Graduation to be held May 22 at 7:30 p.m. at the middle school*

Days Due	Students	Teachers
First Nine Weeks	45	49
Second Nine Weeks	42	42
Third Nine Weeks	47	48
Fourth Nine Weeks	42	43
P/T Conference Days	2	2
Total Days	178	184

11/27, 4/6

Any days required to be "made up" in order to comply with state minimum standards will begin May 21, 2020.

**\*\*Early dismissals are canceled if there is a delay to the start of the day.**

**Board Approved January 30, 2019**

## 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 its adoption by the Board of Education. If any of the policies or administrative guidelines referenced herein are revised by the Board of Education, 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 website.

## MISSION OF THE SCHOOL

Raise Expectations  
Increase Achievement  
Prepare for Tomorrow  
Make it Happen!

## EQUAL EDUCATION OPPORTUNITY (2260)

This district provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities should immediately contact the School district's Compliance Officer(s):

Lee Kaple  
Acting Superintendent  
419-589-2600

Complaints will be investigated in accordance with the procedures 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.

## SECTION I - GENERAL INFORMATION

### SCHOOL DAY (8220)

<b>High School</b> Arrival: 7:30 am Class begins: 7:45 am  School day ends: 2:25 pm	<b>Middle School</b> Arrival: 7:35 am Class begins: 7:55 am  School day ends: 2:33 pm
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### **STUDENT RESPONSIBILITIES (5780)**

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 to participate. If, for some reason, this is not possible, the student should seek help from the building principal.

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 may be notified by receiving communication from the school via e-mail, text messaging, and/or facsimile. 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 (8420)**

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, s/he 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 (5340 and 5200)**

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.

### **ENROLLING IN THE SCHOOL (5111)**

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- as needed, court papers allocating parental rights and responsibilities, power of attorney, or custody.
- proof of residency
- 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. School office staff 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, however they do need to provide the paperwork listed above. 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 DHS to the superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DHS custody
- the student's current IEP, if one has been developed for the child; and
- 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.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL (5230)**

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), a guardian, or a person listed on the student's emergency medical form with parent or guardian consent.

### **WITHDRAWAL/TRANSFER FROM SCHOOL (5130)**

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. Whenever a student under the age of eighteen (18), withdraws from school without moving out of State, transferring to another approved school, being granted an age and schooling certificate, or enrolling in and attending an approved program, the superintendent shall notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court.

### **IMMUNIZATIONS (5320)**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, 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. In the event of a chickenpox epidemic, or another epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from the chickenpox or immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse or building secretary.

### **EMERGENCY MEDICAL AUTHORIZATION (5341)**

A complete Emergency Medical Authorization Form must be on file with the school in order for a student to participate in any activity off of 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.

### **MULTIMEDIA RELEASE**

Please contact your student's principal in writing if you do not wish to have pictures/videos released to the media or in school publications/website articles.

### **USE OF MEDICATIONS (5330)**

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

- Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- 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, use an inhaler to self-administer asthma medication, or use an epi-pen." Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the school office 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.

- Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the school office 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 or 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.
  - If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- 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.
- School personnel 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 (5330)**

Parents may authorize administration of a non-prescribed medication on forms that are available from the school office.

Any student who distributes medication (prescribed or non-prescribed) 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.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES (8450)**

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 or highly-transient pest, such as lice.

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.

#### **CONTROL OF DIRECT CONTACT COMMUNICABLE DISEASES (8453)**

The school district has an obligation to protect staff and students from direct contact communicable diseases. 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.

Direct contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the Ohio 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 BLOOD-BORNE PATHOGENS (8453.01)**

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 blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne 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:

- 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.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- 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, s/he must immediately notify his/her teacher, who will contact the school nurse or office staff and assist the student in completing the requisite documents.

### **SPECIAL EDUCATION (2460)**

The Board of Education is committed to providing a free appropriate public education (FAPE) to children with disabilities identified in accordance with applicable state and federal laws, rules, and regulations. This includes students who are confined to community corrections facilities or juvenile detention centers. The district shall provide students with disabilities the services to which they are entitled pursuant to their individualized education programs (IEPs) and in accordance with the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities, including Child Find and evaluation requirements. Students with disabilities who are in adult county jails shall continue to receive FAPE during incarceration subject to their continued eligibility for services and subject to exceptions related to security and safety.

In order to satisfy the requirements of the *Operating Standards for Ohio Educational Agencies Serving Children with Disabilities* ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy. While the Special Education Model Policies and Procedures ("Model Policies") issued by the ODE-OEC are comprehensive, the document does not include every requirement set forth in the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA"), the regulations implementing the IDEIA, the Operating Standards, the Ohio Revised Code, and/or the Ohio Administrative Code. As such, the Board affirms its obligation to follow these laws and regulations, regardless of whether their provisions are restated in the Model Policies.

Copies of Model Policies and Procedures are available at the Pupil Services office.

### **HOMELESS STUDENTS (5111.01)**

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 at the Board of Education Office.

### **CHILDREN AND YOUTH IN FOSTER CARE (5111.03)**

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 (8330)**

The school district maintains many student records including both directory information and confidential information.

Directory information includes: 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.

Upon request, 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, even without the written consent of a parent. Directory information shall not be provided to any organization for profit-making purposes. 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 *Family Education Rights and Privacy Act* (FERPA).

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 school 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.

## **STUDENT FEES AND FINES (6152)**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, Madison Local Schools may charge specific fees for the following activities and materials:

all charges for required workbooks and instructional materials, all charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment), charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extra-curricular activity, charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs, charges to participate in extracurricular activities, charges for supplies required for a particular class or for gym uniforms, and graduation fees.

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fee will be assessed. The fee will be reasonable, seeking only to compensate the school for the expense or loss incurred. Fees will be added to the fee system on a quarterly basis in conjunction with grade cards. If lost property, equipment or supplies are returned within one week of the fee being paid, we will issue a refund. If the property, equipment or supplies are found at a later date the student may keep the book or donate it back to the school, but no refund will be given. If the property, equipment or supplies are returned and no payment has been made, the fee may be removed or reduced based on the condition of the property, equipment or supplies. This decision will be up to the librarian or building administrator. Once the current school year is closed (6-30-XX) no fees will be removed or reduced.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Fees may be waived for qualified students and families.

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 FUNDRAISING (5830)**

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:

- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fundraising activity for a group in which they are not members without the approval of the students' teacher or counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- 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, 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 (8500)**

The food-service program shall comply with federal and state regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.

- Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.
- No student may leave school premises during the lunch period without specific written permission from the principal.
- No sales may take place during the hours that the district is providing food service to students, including bake sales for fundraising.
- 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 they are eligible, contact the Food Service Department at Madison Middle School.

## **WELLNESS (8510)**

Board policy states, "schools will provide access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students." Accordingly, students are not permitted to bring or have delivered to them fast food as well as carbonated drinks and beverages high in sugar content.

## **SAFETY AND SECURITY (7440)**

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff members 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.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- All outside doors are locked during the school day.
- Portions of the building that will not be needed after the regular school days may be closed off.
- All district employees are to wear photo-identification badges while in district schools and offices or on district property.

## **FIRE, TORNADO, AND SAFETY DRILLS (8420)**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. 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.

School safety drills shall be conducted at least three (3) times during each 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 (8210)**

The superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. He/She shall prepare administrative guidelines for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

The superintendent shall have the authority to determine which school-related activities may be conducted if the schools are closed for a period of time. He/She shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and the conduct of such activities.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS (8431)**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all federal and state statutes and regulations to protect them 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.

Toxic hazards exist in chemicals and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment. The superintendent shall appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer.

### **VISITORS (9150)**

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 or having a visitor badge 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 THE MEDIA CENTER**

The media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the media specialist. Books may be checked out for a period of three (3) weeks. Items returned to the media center past the due date are subject to a late fee.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES (7510)**

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 near the school office. 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.

## **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.

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 WIRELESS COMMUNICATION DEVICES (5136)**

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Parents/Guardians are advised that the Board does not guarantee access to lockable lockers for all students, and use of shared or unlocked lockers for the purpose of storing PCDs is not advised.

Technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

During after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The superintendent and principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that

allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the principal. The district representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in district custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

#### **HEADPHONES, EAR BUDS, AND OTHER AUDIO DEVICES (5136)**

Headphones, ear buds, or other audio devices are not to be used or visible during the school day. They may be used for instructional purposes as deemed appropriate by the classroom teacher.

#### **ADVERTISING OUTSIDE ACTIVITIES (9700.01)**

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.

## **SECTION II – ACADEMICS**

### **COURSE OFFERINGS**

A complete list of course offerings will be available in the School Counselor's Office.

#### **FIELD TRIPS (2340)**

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 extra-curricular 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.

- Attendance rules apply to all field trips.
- Code of Conduct rules apply to all field trips.
- 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.
- Students who violate school rules may lose the privilege to go on field trips.

#### **GRADES (5421)**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the district's program.

The Board believes that the district's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

The school applies the following grading system:

100 – 98.5	A+
98.4 – 94.5	A
94.4 – 92.5	A-
92.4 – 90.5	B+
90.4 – 86.5	B
86.4 – 84.5	B-
84.4 – 82.5	C+
82.4 – 76.5	C
76.4 – 74.5	C-
74.4 – 72.5	D+
72.4 – 64.5	D
64.4 – 62.5	D-
62.4 – 60.5	F+
60.4 – 0	F

F = Failure

I = Incomplete

P = Acceptable achievement

#### **Grade Point Average**

##### **For the Class of 2020**

Grade point averages will be the average of all grades posted each nine weeks (excluding semester averages and final averages) based on the following scale: A = 4.0, B = 3.0, C = 2.0, D

= 1.0, and F= 0.0. College Credit Plus grades will be averaged at the next grading period following their receipt by the high school.

### **For the Classes of 2021 and Beyond**

Grade point averages will be the average of all final grades based on the following scale: A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F= 0.0. College Credit Plus grades will be averaged at the next grading period following their receipt by the high school.

### **Grading Periods**

Students will receive a report card at the end of each 9 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 speak with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, ACCELERATION, AND RETENTION (5410)**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

### **Promotion:**

A student will be promoted to the succeeding grade level when s/he has:

- completed the course and state-mandated requirements at the presently assigned grade;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

### **Academic Acceleration:**

A student may be accelerated when his/her demonstrated achievement, as well as measured ability, significantly exceeds that of his/her grade level peers. Consideration may be given to promoting him/her to a grade other than the next succeeding one (i.e., whole-grade acceleration), or permitting him/her to enroll in a course other than the next one in the academic sequence (individual subject acceleration). A student will be accelerated in this manner when s/he has:

- achieved the grade/course objectives and state-mandated requirements, if applicable, for the grade/course in which s/he is presently enrolled as well as for the grade(s)/course(s) that will be skipped;
- in the opinion of the professional staff, achieved the instructional objectives set for the present grade/course as well as the succeeding one(s);

- demonstrated sufficient proficiency to permit him/her to be accelerated in the educational program;
- demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the grade/course to which s/he will be promoted or enrolled.

**Retention:**

A student may be retained at his/her current grade level when s/he has:

- in the opinion of the professional staff, failed to demonstrate proficiency in the core subjects;
- in the opinion of the professional staff, failed to achieve the current grade level for students that are requisite for success at the succeeding grade level;
- scored at the below basic level on any state-mandated achievement test.

A student may be placed at the next grade level when retention would no longer benefit the student. The superintendent shall develop administrative guidelines for promotion, academic acceleration, placement, and retention of students that:

- consider the recommendation of the relevant staff members for promotion, academic acceleration, placement, or retention;
- require that parents are informed in advance of the possibility of retention of a student at a grade level;
- require that the parent(s) give their consent to the academic acceleration of their child;
- assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- require that a student be retained if s/he is truant for ten percent (10%) or more of the required school days and has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- assign to the principal the final responsibility for determining the promotion, academic acceleration, placement, or retention of each student;
- provide parents the opportunity to request the promotion, academic acceleration, placement, or retention of their child;
- provide parents the opportunity to appeal the decision about their child's promotion, academic acceleration, placement, or retention.

**GRADUATION REQUIREMENTS (5460)**

In order to acknowledge each student's successful completion of the instructional program appropriate to the achievement of district goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

The requirements for graduation from high school include earning twenty-one (21) units of credit in grades nine through twelve.

All students must receive instruction in economics and financial literacy during grades 9-12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the

use of an automated external defibrillator from an approved source during grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

**(NOTE: Credit requirements in State law must still be met)**

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
- Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

Credit may be earned by:

- completing coursework;
- testing out of or demonstrating mastery of course content; or
- pursuing one or more educational options in accordance with the district's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution. Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school.

The district will comply with State Board of Education requirements for graduation. Students shall earn required credits for graduation in the appropriate subject areas, and achieve one of three pathways:

- earning a State Board of Education approved, industry-recognized credential or group of credentials and a workforce readiness score on the WorkKeys assessment; or
- earning a cumulative score on end of course exams equal to State Board requirements for the year of graduation; or
- earning remediation-free scores in English language arts and math on a nationally recognized college admission exam.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all district residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

The superintendent shall establish whatever administrative guidelines are necessary to comply with state rules and regulations.

### **EARLY GRADUATION (5464)**

Before any consideration can be given to a student's request for early graduation, it must be determined that all minimum standards set forth by the State of Ohio Board of Education and the Madison Board of Education can be satisfactorily achieved. Once this is assured, the following procedure will be adhered to:

- A student must declare the intent to graduate early during one of the following times: (1) course registration for the 11th grade or (2) by the end of the second semester of the 10th grade.
- A student must have 14 required graduation credits by the end of the 10<sup>th</sup> grade school year, and must have received a score of 3 or higher on all end-of-course exams.
- A letter signed by the parent/guardian requesting early graduation for the student must be submitted to the principal before further consideration will be given.
- A parent-student-counselor-principal conference must be held to evaluate the request. The parent and student shall be made aware of the advantages and disadvantages of early graduation.
- Whether the request for early graduation is approved or not, the principal shall give notice to the student and parent/guardian within two (2) weeks after the conference.
- When a student's request for early graduation is approved, the student, at the beginning of the third year, will be classified as a senior and subject to rules established for that grade.
- Any new student desiring early graduation must have been approved for early graduation at his/her previous high school.

### **EDUCATIONAL OPTIONS (2370)**

Madison Local Schools provides alternative means by which a student can achieve the goals of the district, as well as his/her personal educational goals. A list of the approved Educational Options is available in the counselor's' Office.

The superintendent shall prepare a plan of educational options for use in meeting a variety of student needs. Such options will include the district's Credit Flexibility Plan and may include, but not be limited to, distance learning, on-line coursework, tutorial programs, independent study, correspondence courses, educational travel, project portfolios, internships, mentorship programs, summer school, and early college entrance.

Prior approval of the educational option application (Form 2370 F1) by the superintendent or designee shall be required before a student participates in one (1) of the available educational options. Prior permission of a parent or guardian shall also be required before a student under age eighteen (18) participates in one (1) of the available educational options.



### **COLLEGE CREDIT PLUS PROGRAM (2271)**

House Bill 487, signed into law in 2014, replaces Senate Bill Number 55 and all other previous Post-Secondary Options. Students now have the opportunity to earn transcript college credit while meeting graduation requirements while attending middle and high school.

This opportunity is available to all students, grades 7-12, who are accepted into institutions of higher education. Students are eligible for 10 Carnegie units/30 credit hours per academic year. Information concerning this program will be available to all students before schedules are made for the following year. Students who wish to participate in CCP will need to complete a mandatory counseling event to be informed about the program and its updated details, yearly. The Madison Comprehensive High School Counseling Department will host an annual informational meeting that will meet this mandatory counseling requirement for students and their parents/guardians. Madison Comprehensive High School and Madison Middle School have also provided access to CCP information, as well as pathways, on the district's website (Sample Pathway provided on the next page). Letters of intent to participate in the CCP program must be received by the Counseling Department BEFORE April 1<sup>st</sup>, per the State of Ohio's Legislation. Students are then responsible for applying, collecting and delivering all necessary documentation by the deadlines of the high school and their college of choice.

### **CAREER ADVISING PROGRAM (2413)**

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 (5451)**

The Board of Education values excellence and wishes to instill in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding accomplishment in curricular, co-curricular, and extra-curricular areas.

### **HOMEWORK (2330)**

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

### **COMPUTER TECHNOLOGY, NETWORKS, AND ACCEPTABLE USE (7540.03)**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, district technology resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The district's computer network and Internet system

does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of district technology resources by principles consistent with applicable local, state, and federal laws, the district's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of district technology resources and students' personal communication devices when they are connected to the district computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its technology resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using district technology resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the district's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its technology resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or 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 measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also 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. The technology protection measures may not be disabled at any time that students may be using district technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The superintendent may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the internet that the Board has 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 may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to federal law, students shall receive education about the following:

- safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- the dangers inherent with the online disclosure of personally identifiable information
- the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of district technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of district technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students are responsible for good behavior when using district technology resources – i.e., behavior comparable to that expected of students when 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. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of district technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the superintendent and technology coordinator as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of district technology resources.

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

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES (2430)**

The Board of Education believes that the goals and objectives of this district are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum.

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the district's courses of study but are still directly related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131.

For purposes of this policy, curricular-related activities are defined as those activities in which:

- the subject matter is actually taught or will be taught in a regularly offered course;
- the subject matter concerns the district's composite courses of study;
- participation is required for a particular course;
- participation results in academic credit.

No curricular-related activity shall be considered to be under the sponsorship of this Board unless it meets one or more of the criteria stated above and has been approved by the superintendent.

Such activities, along with extra-curricular activities (not directly related to courses of study), may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

The Board expressly declines to create a limited open forum for clubs and activities, initiated by students that cannot meet one of the four criteria stated above.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

Students identified as disabled under R.C. Chapter 3323 and the IDEA are subject to the eligibility standards established by this policy unless specifically exempted by the express terms of their individualized education program (IEP). An IEP can specify the criteria by which a grade will be determined for [a] course[s], given the individual student's disability.

Whenever a student becomes a member of a district -established student group or national organization such as National Honor Society, in order to remain a member, s/he must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or organization.

#### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES (2430)**

Only district-sponsored organization may use the name of the school district or any other name which would associate an activity with the district.

#### **ATHLETICS (2431)**

Madison Local Schools 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.

For further information, contact the Athletic Department.

### **ACADEMIC ELIGIBILITY (2431)**

In order to be eligible for any co-curricular, interscholastic and non-interscholastic extracurricular activity, a student must have maintained at least a 1.5 grade-point average and meet all OHSAA guidelines. Students who are educated at home or enrolled in nonpublic schools are eligible to participate in accordance with Policy 9270. Students attending community or STEM schools may participate in extra-curricular activities in accordance with Policy 2430.02.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS (5855)**

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.

### **STUDENT PRECINCT WORKERS (5725)**

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- a United States citizen;
- a resident of the county;
- at least seventeen (17) years of age
- enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE (5200)**

#### **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.

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. Students who are truant will receive no credit for school work that is missed. 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.

The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

In accordance with statute, the superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

#### **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- personal illness (a written physician's statement verifying the illness may be required)
- illness in the family necessitating the presence of the child
- quarantine of the home
- death in the family
- necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- observation or celebration of a bona fide religious holiday
- out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a district -approved enrichment or extracurricular activity
- Any classroom assignment missed due to the absence shall be completed by the student.

- If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.
- such good cause as may be acceptable to the superintendent
- medically necessary leave for a pregnant student in accordance with Policy 5751
- service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Because regular school attendance is vital to the academic success of the student, students that accumulate more than 65 hours of absences during the school year will be required to present a doctor's excuse for each absence thereafter. Failure to provide a doctor's excuse within 3 school days will result in an unexcused absence.

Students who are absent must immediately upon return to school make arrangements with their teachers to make up missed work. Students who are absent from school for unexcused reasons will not be permitted to make up missed work for credit.

Family vacations during the school year will count towards the 65 hours that may be excused without a doctor's excuse.

The following Notification of Absence Procedures have been adopted by the Madison Board of Education to meet the requirements of the Missing Child Act.

- Parents should call the Attendance Office by 9:00 a.m. on the day of the student's absence. Parents will be called if there is a question concerning validity of the message.
- Arrangements for pre-planned absence should be completed in advance according to building procedure whenever possible.
- Parents will be contacted on the day of the absence if the school has not been notified. The school should be provided with optional phone numbers.
- In the event that parents cannot be reached at any of the locations identified, the parents will be notified by a mailing at the end of that same day by a postcard.
- In the event that contact is not completed on the day of the absence, parents are required to send a written note explaining the absence on the day the student returns.

The toll-free number for reporting information about missing children to the Ohio Department of Education is 1-800-325-5604.

Students who arrive late to school must report to the office/attendance office immediately upon arriving to school. Students leaving the school must have, in advance, written or verbal permission from the office/attendance office and a parent/guardian. They must also check out in the office/attendance office before leaving. Written or verbal permission must be granted by parent/guardian for someone else to remove the student from school.

All students participating in any form of extracurricular activity are encouraged to be in school the day of the activity to be eligible for participation in the activity or practice.

### **School Counseling**

The school recognizes that truancy can have a significant negative impact on a student's school success as well as his/her future. It is our intent to prevent and deter truancy through counseling and educational means. The following outline is a school truancy process guideline meant to foster student-school-parent communication in order to improve student attendance.

After 12 unexcused hours of absences, the school will send a warning letter to the student and parent/guardian. This letter will detail the importance of attending school on a regular basis and the negative impact of missing school. This warning letter also describes the impact of future truancy on grades, juvenile court, alternative placement and/or graduation.

### **Counseling of Excessive Absences**

38 Hours with or without a legitimate excuse - The school will notify parents in writing within 7 days of this triggering absence. This notification will detail all excused and unexcused absences and remind parents/guardians of school policy and the importance of attending school on a regular basis. This notification will also serve as a reminder that after 65 hours of absences, students will be required to submit medical notes in order to be excused.

65 Hours with or without a legitimate excuse - The school will notify parents in writing within 7 days of this triggering absence. This notification will detail all excused and unexcused absences and remind parents/guardians of school policy and the importance of attending school on a regular basis. This notification will also serve as a reminder that after 65 hours of absences, students will be required to submit medical notes in order to be excused.

### **Counseling of Habitual Absences**

(30 Consecutive Unexcused Hours, 42 Unexcused Hours in a School Month, 72 Unexcused Hours in a School Year)

When a student is habitually truant, the following will occur:

- A. Within 7 days of the triggering absence, the district will:
  1. Select members of the absence intervention team
  2. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
- B. Within 10 Days of the triggering absence, the student will be assigned to the selected absence intervention team.
- C. Within 14 Days of the triggering absence, the district will develop the student's absence intervention plan.
- D. If the student does not make progress on the plan or continues to be absent, the district will file a complaint in juvenile court if the student is a minor. If the student is 18 years of age, the district may place the student in an alternative learning program.

### **Richland County Juvenile Court**

The following outline is a truancy process guideline for students in Richland County Schools who are under the age of 18. This guideline will further assist the court and schools to work together to prevent and/or decrease the incidence of truancy. The process is intended to supplement rather than replace existing school procedures that relate to unexcused absences. The guideline has four components:

- A. Warning Letter  
(12 Unexcused Hours)
  1. Parent(s)/Legal guardian(s) are sent a notice/warning from designated school authority.
- B. Truancy Education Program  
(30 Unexcused Consecutive Hours or 38 Unexcused Hours in a Month or 48 Unexcused Hours in a Year)
  1. Parent(s)/Legal guardian(s) will be strongly encouraged to attend a school/court-sponsored educational program.
  2. Failure to attend the Truancy Education Program may result in an informal court conference being scheduled.



C. Informal Court Conference

(Additional Hours after Truancy Educational Program Opportunity)

1. Parent(s)/Legal guardian(s) and child will be required to attend an Informal Court Conference. Notice of the conference will be sent by a representative of the court.
2. The conference will be conducted by a court official and a designated school official.
3. Parent(s)/Legal guardian(s) who fail to show for the Informal Court Conference or refuse to cooperate may be court ordered to attend a truancy hearing at the juvenile court.

D. Official Hearing

(Failure to appear for Informal Court Conference or 72 Unexcused Hours in a Year)

1. School files a formal truancy complaint with the juvenile court by contacting the court truancy coordinator.
2. All parents/legal guardians responsible for the care of the child will be required to attend the hearing with their child. The judge or court magistrate will preside over the hearing.
3. Failure by parent(s)/legal guardian(s) to comply with orders of the court may result in contempt of court charges.

E. Special Consideration

1. Habitual Truants--If a child has been previously adjudicated as a habitual truant, the school authority may request an informal or official court hearing anytime at his/her discretion.

### **CODE OF CONDUCT (5500)**

#### **Expected Behaviors**

Students are expected to:

- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- 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 teacher to communicate effectively with all student in the class; and
- all students in the class the opportunity to learn.

### **BOOK BAGS**

In an effort to promote a safe environment for students, book bags, tote bags, and/or any other bags are not permitted in classrooms. Students may carry a book bag to and from school, but it must be kept in a locker during school hours. Small purses will be permitted.

## **DRESS AND GROOMING (5511)**

Violations of the student dress code will result in the following consequences:

1st Offense: Student will be afforded the opportunity to attempt one phone call so that a parent/guardian may bring in proper attire. Student will not be allowed to leave school. Student will receive a warning and must be in compliance before returning to class. Time out of class is unexcused, and student will be placed in ISD until compliance is accomplished.

2nd and Subsequent Offenses may result in additional consequences.

In general, school dress should be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable.

Therefore

- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements
- When a student is participating in school activities, his/her dress and grooming will not disrupt his/her performance or that of other students, or constitute a health threat to the individual or other students
- Dress and grooming will not be such as to disrupt the teaching-learning process
- Shoes must be worn at all times. Slippers are not allowed.
- Tops must extend, minimally, to below the waistline and above the shoulders.
- Skirts or shorts may only be worn if they extend, minimally, to the student's fingertips when their arms are fully extended at their side.
- Examples of non-appropriate dress include, but are not limited to:
  - Torn, cut, or frayed clothing that reveals skin
  - Sleeveless shirts, unless a short sleeve or long sleeve shirt is worn underneath
  - Pajama/costume bottoms, tops or headwear
  - Non-prescription sunglasses
  - See-through clothing
  - Shirts with inappropriate printings or designs, including but not limited to tobacco, drugs, or alcohol. Shirts with obscene, violent or suggestive language or images
  - Hats/hoods/do-rags/bandannas or other head coverings
  - Sagging style pants/shorts
  - Clothing that endangers the safety of self or others
  - Tattoos with an offensive or intimidating picture and/or message
  - Student clothing or personal appearance that disrupts the educational process

The principal or his/her designee has the final say on appropriate attire and grooming.

## **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 loses 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 (5517.01)**

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 enroute 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 s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Administrator. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or superintendent 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 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 up to 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, s/he 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 student, 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 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 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 to 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 Requirements**

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 web site (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 statement may be sent with regular student report cards or may be delivered electronically. 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.

### **STUDENT CODE OF CONDUCT (5500)**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- allows teachers to communicate effectively with all students in the class;
- allows all students in the class the opportunity to learn;
- has consequences that are fair, and developmentally appropriate;
- considers the student and the circumstances of the situation; and
- enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs 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, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically. R.C. 3313.20, 3313.534, 3313.66, 3313.661

### **DISCIPLINE (5600)**

- The teacher-pupil relationship in the classroom should be one of mutual respect at all times.
- The teacher shall be recognized as the person in authority to maintain the decorum of the classroom and building.
- The Board of Education delegates to school officials and teachers the authority to enforce regulations regarding conduct of students.
- The Board of Education will support teachers and administrators to the fullest in their efforts to maintain proper discipline among students.

A violation of any rule may result in disciplinary action including assigned work, promotion and retention or credit penalties, various forms of detention, loss of privileges, written notice to

or conference with parents/guardians (by phone or in person), compensatory payment of damages, in-school detention, placement in the Madison Alternative Program, out of school suspension, expulsion, emergency removal, or referral to the police, Children's Services, and / or Juvenile Court. Where applicable, permanent exclusion may also result.

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.

In cases where disciplinary action is deemed necessary, the following framework shall apply, but administrators reserve the right (administrative discretion) to use more or less severe discipline if the offense warrants.

Misconduct will be categorized into minor or major offenses.

**Minor Offenses** are handled by teachers. Consequences for minor offenses may result in the following:

- Warning(s)
- Parent/Guardian Contact(s)
- Teacher assigned detention
- Ongoing misbehavior may result in an office referral (major offense).

**Major Offenses** are strictly handled by an administrator. Based on the behavior the administrator may utilize:

- Warning(s)
- Parent/Guardian Contact(s)
- Forms of Detention(s)
- Suspension of Driving and/or Bus Riding Privileges
- Revocation/Denial of Work Permit
- In-School Detention(s)
- Out of School Suspension(s)
- Out of School Suspension with Recommendation of Expulsion

Major offenses will be categorized into three levels. Consequences for level one offenses may be administrator conferences, suspension of driving privileges, revocation/denial of work permit and forms of detention (in-school and after school detention). Consequences for level two offenses may result in suspension from school. Consequences for level three offenses may result in a ten day suspension from school with a recommendation of expulsion.

Types of conduct that may result in assigned consequences: (Administrators also may contact local law enforcement for intervention in cases where there is a violation of Ohio Revised Code.)

#### **Level One Major Offenses**

1. Truancy, leaving school during regular school hours without permission from the office, missing a scheduled class without permission, being in an unauthorized area or other attendance related offenses
2. Inappropriate comments toward a fellow student, visitor, teacher, employee, or administrator
3. Taking part in disruptive behavior
4. Insubordination to school personnel
5. Use of profane language, symbols or gestures
6. Violation of the electronic device policy
7. Operation of a motor vehicle in a reckless manner on school property
8. Violation of the student dress code
9. Trespassing or loitering
10. Attempts to mislead school personnel



11. Inappropriate Behavior
12. Repeated violation of the student conduct code
13. Other similar types of conduct not specified
14. Failure to serve/complete other school discipline

**Level Two Major Offenses**

15. Fighting
16. Harassment, intimidation, or hazing a fellow student, visitor, teacher, employee, or administrator
17. Bullying a fellow student, visitor, teacher, employee, or administrator
18. Provoking or threatening a fellow student, visitor, teacher, employee, or administrator
19. Creating a Disturbance
20. Disregard for authority
21. Smoking, use of tobacco (including any type or brand of E-cigarette or vapor cigarette), or possession of tobacco (including any type or brand of E-cigarette or vapor cigarette), or any tobacco, E-cigarette, or vapor cigarette paraphernalia in school buildings or on school premises will result in an Out-of-School Suspension.
22. Possession, use, evidence of consumption, or under the influence of narcotics, marijuana, look-alike drugs, alcoholic beverages, or other dangerous substances or possession of drug-related paraphernalia, i.e. roach clips, syringes, etc. Whenever a student is suspended or expelled from school for the possession of alcohol or drugs, the superintendent may notify the registrar of motor vehicles and the juvenile judge of the county, of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any condition established by the superintendent.
23. Theft, obtaining or attempting to obtain another person's property, or breaking and entering or attempting to break and enter the school or private property.
24. Destruction or defacing of school or personal property
12. Repeated violation of the student conduct code
13. Other similar types of conduct not specified
14. Failure to serve/complete other school discipline

**Level Three Major Offenses**

25. Assaulting a fellow student, visitor, teacher, employee, or administrator
26. Supplying or selling of chemicals or any "look-alike" or counterfeit drug will result in recommendation by the principal to the superintendent for an expulsion of the student in compliance with student due process procedures. The principal/assistant principal will refer the case to the proper legal authorities for court action.
27. Purposely setting off a false fire alarm
28. Violation of the Alternative Program contract
29. Inducing panic
30. Possession of a weapon or look-alike weapon of any type
31. Sexual Misconduct
12. Repeated violation of the student conduct code
13. Other similar types of conduct not specified

**CLARIFYING STATEMENT:**

The previous stated infractions apply to school activities on or off campus.

## **DUE PROCESS RIGHTS (5611)**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures:

### **Student subject to suspension:**

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice to suspend. If the offense is one (1) for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

### **Appeal of Suspension to the Board or its designee**

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within seven (7) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

## **Appeal to the Court**

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

### **Students subject to expulsion:**

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative has the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

### **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

## **Appeal to the Court**

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

### **Students subject to emergency removal:**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

**Students subject to permanent exclusion:**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

**Students subject to suspension from bus riding/transportation privileges:**

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extra-curricular activities.

**DISCIPLINE OF STUDENTS WITH DISABILITIES (5605)**

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.

**SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES (5610.04)**

When a student is being considered for suspension 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 suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

**SEARCH AND SEIZURE (5771)**

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 (5540)**

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 by law enforcement or public children's services agency 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 s/he (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 law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION (5722)**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. All items must meet school guidelines.

- Material cannot be displayed if it:
  - is obscene to minors, libelous, or pervasively indecent or vulgar;
  - advertises any product or service not permitted to minors by law;
  - intends to be insulting or harassing; intends to incite fighting; or
  - 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.
- 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.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL (8600)**

The School provides transportation for all students who live farther than one (1) mile from school. The transportation schedule and routes are available by contacting the Transportation Supervisor.

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.

### **BUS CONDUCT (5600)**

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:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- 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:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- 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;
- 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:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- 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 (7440.01)**

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, it may be used as evidence of misbehavior.

### **PENALTIES FOR INFRACTIONS (5610.04)**

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.

### **SELF-TRANSPORTATION TO SCHOOL (5515)**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

- Students under age 18 must have written parent permission prior to driving to school.
- Students and their parents shall complete the Student Vehicle Form 5515 F1–Application to Drive Vehicles On School Property and provide evidence of:
  - driver’s license;
  - insurance certificate;
  - vehicle registration.
- Students are required to obey the parking lot speed limit of 10 mph.
- The student must obtain a permit from the Cashier’s Office and pay a fee of \$2.00 for the student’s school career.
- If a student’s parking permit is suspended, no fees will be refunded.
- All vehicles entering school property are subject to search and inspection.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

### **USE OF MOTORIZED UTILITY VEHICLES 5515.01)**

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

## **FORMS**

NOTE: Be advised that the following forms are available in the School Offices as the topics are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F1
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F2
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b
- Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Application To Drive Vehicles On School Property Form 5515F1
- Parental Authorization and Release From Liability Form 5515 F2
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1
- Parent Permission for the district to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330 F4a
- Notification to Parents Regarding Student Records Form 8330 F9
- Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5