

ARRIVAL TO SCHOOL

Students must enter the building immediately upon arrival.

ATTENDANCE

PROCEDURES

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for **poor and/or failing grades**. Therefore, all students will be urged to attend school **daily** except for the following reasons, for which absences may be excused:

1. Personal illness of student
2. Illness in the student's family
3. Death in the student's family
4. Work required in absence of parents
5. Observance of religious holidays
6. Emergency circumstances

Because regular school attendance is vital to the academic success of the student, **students that accumulate more than ten 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 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.

Family vacations during the school year will count towards the ten absences that may be excused without a doctor's excuse. Vacation days will not be excused for any student who has already accumulated ten days of absence.

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

1. **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.
2. Arrangements for pre-planned absence should be completed in advance according to building procedure whenever possible.
3. Parents will be called by phone (two attempts) on the day of the absence if the school has not been notified. The school should be provided with optional phone numbers.
4. 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 post card.
5. **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 attendance office immediately upon arriving to school. Students leaving the school must have in advance written or verbal permission from the attendance office and a parent/guardian. They must also check out in the attendance office before leaving. Written or verbal permission must be granted by parent/guardian for someone else to remove the student from school.

Students will be considered absent for one-half day if they arrive after 9:35 a.m., leave before 1:20 p.m., or miss two or more hours during the middle of the day.

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.

CONSEQUENCES

Truancy (skipping school, skipping class, excessive unexcused absenteeism, and excessive unexcused tardiness) will not be tolerated. Violators will be disciplined through the use of Thursday School Detentions (3:00 to 5:00 PM). Other violations that will result in disciplinary action include leaving school without permission, being in or parking in an unauthorized area, and **failing to serve** a detention.

Students who fail to attend or fail to complete an assigned Thursday School will receive a one day Out-of-School Suspension.

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 in addition to the punitive measures discussed above. The following outline is a school truancy process guideline meant to foster student-school-parent communication in order to improve student attendance.

I. WARNING LETTER

1. 2 Unexcused/Unknown Absences and/or multiple attendance-related offenses

2. Warning includes the impact of truancy on grades and/or graduation and all potential future consequences of continued truancy.

II. STUDENT MEETING (STUDENT, ATTENDANCE COUNSELOR)

1. 4 Unexcused/Unknown Absences and/or multiple attendance-related offenses

2. Discussion of the impact of truancy on grades and/or graduation and all potential future consequences of continued truancy.

III. PARENT MEETING (STUDENT, PARENT, ATTENDANCE COUNSELOR)

1. 6 Unexcused/Unknown Absences and/or multiple attendance-related offenses

2. Discussion and review of the impact of truancy on current grades and/or potential graduation and all potential future consequences of continued truancy.

IV. PRINCIPAL MEETING (STUDENT, PRINCIPAL, ATTENDANCE COUNSELOR)

1. 8 Unexcused/Unknown Absences and/or multiple attendance-related offenses

2. Discussion and review of the impact of truancy on current grades and/or potential graduation and all potential future consequences of continued truancy.

V. PARENT-PRINCIPAL MEETING (STUDENT, PARENT, PRINCIPAL, ATTENDANCE COUNSELOR)

1. 10 Unexcused/Unknown Absences and/or multiple attendance-related offenses

2. Discussion and review of the impact of truancy on current grades and/or potential graduation and all potential future consequences of continued truancy.

3. Student may be placed in the Alternative 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:

I. WARNING LETTER

1. Parent(s)/Legal guardian(s) are sent a notice/warning from designated school authority.

II. TRUANCY AWARENESS PROGRAM

1. Parent(s)/Legal guardian(s) will be strongly encouraged to attend a school/court-sponsored educational program.
2. Failure to attend the Truancy Awareness Program will result in an unofficial court hearing being scheduled.

III. UNOFFICIAL HEARING

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

IV. OFFICIAL HEARING

1. School files a formal truancy complaint with the juvenile court by contacting the court intake supervisor.

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 referee 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.

V. SPECIAL CONSIDERATION

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

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.

BOUNDARIES

Students must enter the building immediately upon arrival. Students must remain within the building from the time of arrival in the morning until the time of their departure in the afternoon.

No student will leave the building at any time during the day for any reason unless the attendance office has granted permission.

5610.04 - SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program will be made available to all parents and students and posted in a central location.

R.C. 3319.41, 3327.01, 3327.014

A.C. 3301-83-08

STUDENT CONDUCT ON SCHOOL BUSES

Although the Madison Local School District furnishes transportation in accordance with Ohio Law, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus--and only at that time--does he/she become the responsibility of the school district. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Regulations regarding conduct on school buses, as well as general information about the school transportation program, will be approved by the Board and made available to all parents and students.

BUS REGULATIONS FOR PUPILS

1. The school bus driver shall be in charge of the bus at all times and shall be responsible for order.
2. A bus driver may take appropriate action to restore order and protect students and property.

PUPIL TRANSPORTATION MANAGEMENT POLICY

Types of conduct that may result in suspension or expulsion of bus-riding privileges

1. Disregard of authority or insubordination to school personnel.
2. Provoking, assaulting or harassing a fellow student, visitor or school employee.
3. Fighting.
4. Damage or destruction of school or personal property.
5. Possession or use of tobacco or tobacco products when on or about the bus.
6. Possession, use or action under the influence of any drug, look- alike drug, alcoholic beverage or other dangerous substance.
7. Use of obscene or profane language, symbols or gestures.
8. Possession of any weapon.
9. Involvement in any hazing activity.
10. Failure to accept other disciplinary measures.
11. Other similar types of conduct not listed above.

The above stated rules may be superseded by the Principal or Superintendent and/or his/her designees as the situation dictates.

Suspension, expulsion or immediate removal from bus-riding privileges

1. The Superintendent, Principal or their designees are authorized to

- suspend or remove pupils from school bus-riding privileges.
2. Suspension of riding for a rule violation shall be in accordance with Madison Local Board of Education Policy related to due process. Length of any suspension shall not exceed ten (10) days and each case shall be judged on its own merits.
 3. Expulsion of riding for rule violations shall be by the Superintendent and in accordance with Madison Local Board of Education Policy related to due process.
 4. Immediate Removal of a pupil from transportation is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. A hearing must be held within 72 hours of the removal. The pupil shall be given notice of the hearing and reason for immediate removal as soon as practicable. Length of time removed from ridership shall not exceed ten (10) days.
 5. School bus drivers shall report, in writing, to the appropriate supervisor all rule violations or conduct that justify immediate removal, suspension or expulsion.
 6. Any student who is removed, suspended or expelled from the bus shall be given a minimum of one (1) day notice prior to the action or removal.

PUPIL MANAGEMENT REGULATIONS SHALL INCLUDE THE FOLLOWING

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stops.
3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to an available or assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
7. Pupils may carry on the bus only objects that can be held in their laps.
8. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
9. Pupils must not put head or arms out of the bus windows.
10. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
11. Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems that may require driver attention.

CAFETERIA PROCEDURE/INFORMATION

A closed lunch policy will be followed. No pupil will be permitted to leave the school grounds during the lunch period, nor are they permitted to have food

delivered to them. This includes, but is not limited to pizzas, fast food, or any other deliveries.

All pupils buying or carrying their lunch are to eat in the cafeteria. Students making unnecessary messes will face disciplinary action. Students are to report directly to the cafeteria when their lunch period begins and stay in the cafeteria until the bell rings to complete their lunch period.

CAREER-TECHNICAL CERTIFICATE, CAREER PASSPORT, and FIELDTRIP ELIGIBILITY

Certificate and Passport Eligibility

Achievement of a Career-Technical Certificate and a Career Passport from Madison Comprehensive High School is a milestone in an individual's life. It is a standard for excellence that should be a source of pride for the individuals and a self-marketing tool sought by potential employers and college placement officials.

Requirements to achieve the milestone are as follows:

1. Fulfilling all Madison graduation requirements.
2. Successful completion of Levels I and II of the laboratory course, including, when applicable, Tech Related(s).
3. A minimum of 93 percent attendance during the junior and senior years of the program (maximum of 25 days absent over 2 years).

Fieldtrip Eligibility

The student's *right* to enter a career technical program comes with the *opportunity* to participate in co-curricular activities such as fieldtrips. These fieldtrips are just that, an *opportunity*. For a student to participate in those trips they must meet eligibility standards.

Those standards are as follows:

1. Maintain a minimum GPA of 1.5 on a 4.0 scale.
2. Pass a minimum of 5 credits. If a student is enrolled in less than 5 credits, they must pass all classes in which they are enrolled.

The above standards will be calculated at the end of each quarter and will determine eligibility for the following quarter.

CHEMICAL ABUSE

Student Alcohol and Other Drug Abuse

Philosophy Statement

The Madison Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. The presence of alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with, or inhibiting the primary responsibility vested in the educational system.

Madison is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely

affected by alcohol and other drugs in the schools increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

Madison Local Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use are a community problem requiring a community solution. Since the Madison Local Schools is an integral part of the community, it is in the best interest of the community that steps be taken to promote, enhance, and maintain a drug-free school environment. The district also recognizes that alcohol and other drug use may lead to addiction, a treatable medical disease. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected. They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the Madison Local School District is not a treatment program. Diagnosis, treatment, and aftercare are complex processes that require trained specialists. Instead our goals are education/prevention, intervention/referral, and support/guidance.

The Madison Local Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and drug free schools program coordinator's office. The board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

Policy Statement

Students will be notified in the "Student Handbook" that the Madison Local Board of Education shall not permit any student to possess (includes, but not limited to, purses, book bags, wallets, lockers, desks, etc.), buy, sell, use, transmit, supply, or be under the influence of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or tranquilizer. Prescription drugs authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule as long as a signed physician's statement or prescription label is presented to the school nurse or principal's office. Prescription or other over the counter drugs ordered by a physician must be given to and dispensed by the principal or principal's designee.

This rule is in effect during school or any Madison Local School District

sponsored activity, event, or program on the school grounds; on the school bus, at the bus stop, or in transit to and from school, including student vehicles; at any other time when the school is being used by any school group; or off the school grounds at any school sponsored activity, function, or event. When the possession of illegal or dangerous items is suspected to be in a student's automobile on school property, the school official will call the sheriff's department.

The following procedures will be followed in dealing with the above

I. Possession, use, or under the influence

A. First Offense

1. The principal/assistant principal will invoke out-of-school suspension for 10 (ten) days in compliance with the student due process procedures.
2. The principal/assistant principal will notify the parent(s) or guardian(s) to explain the incident and arrange a conference. If the parent(s) or guardian(s) cannot be reached and a medical emergency exists, the person on the student's emergency medical form will be notified.
3. The principal/assistant principal will notify the sheriff's department.
4. The principal/assistant principal shall recommend that the student participate in five (5) educational sessions. If the student wishes to comply with the above process, he/she and his/her parent(s) or guardian(s) shall sign an agreement statement. Upon such agreement, the suspension will be reduced to five (5) days.

B. Second Offense

1. The principal/assistant principal will invoke suspension for a period of ten (10) days in compliance with the student due process.
2. The principal/assistant principal will notify the parent(s)/guardian(s) to arrange a conference. If the parent(s)/guardian(s) cannot be reached and a medical emergency exists, the person on the student's emergency medical form will be notified.
3. The principal/assistant principal will notify the sheriff's department.
4. The principal will recommend to the Superintendent of the Madison Local School District that the student be expelled unless all of the following conditions are followed
 - a) The student shall agree to undergo an evaluation to determine if the student is an abuser of chemicals or chemically dependent and in need of

- treatment and/or counseling. The evaluation will be conducted by a certified person or agency approved by the superintendent.
- b) The student shall agree to undergo any treatment and/or counseling recommended by the evaluating agency.
 - c) The student shall waive rights of confidentiality by the evaluation and/or treatment agency and direct the agency to make such written reports to the school officials as requested; however, the school shall keep such reports confidential.
5. The contacted agency or office will notify the principal that the client has made contact by signing an appointment card, which the student will present at the time of his/her evaluation.
 6. If the student refuses or fails to undergo evaluation and/or treatment by an evaluation agency and is expelled by the superintendent, the superintendent may suspend the expulsion upon the same conditions provided above.
 7. If the superintendent expels a student and the board of education affirms such expulsion, the board of education may suspend the expulsion upon the same conditions provided above.
 8. Expenses of evaluation and treatment or counseling procedures shall be borne by the student and family. The school will not be financially responsible for any such expenses.
- C. Third and Subsequent Offense(s)
1. The principal/assistant principal will suspend the student for a period of ten (10) days and recommend that the superintendent expel the student.
 2. The principal/assistant principal will notify the sheriff's department.

II. Supply/Sale of Chemicals (Drugs/Alcohol)

- A. 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.
- B. The principal/assistant principal will refer the case to the proper legal authorities for court action.

For purposes of this policy, offenses will be counted as first, second, third and further offenses while a student is in grades one to six, seven to eight, and nine to twelve.

III. Extracurricular Organizations

- A. Referrals - First Offense

1. A student who has violated any portion of this policy may refer himself/herself or be referred by a parent or peer to any school official without punitive consequences from any extracurricular organization that he/she is a member.
2. The student will be subject to all procedures and disciplinary actions otherwise provided for in this policy.

B. The athletic director and the principal reserve the right to delay the assignment of a suspension from an extracurricular activity if they believe there is an attempt to circumvent the suspension in a particular activity by participating in another activity that they did not participate in during the previous school year. Otherwise, all extracurricular suspensions will be issued for the next scheduled event(s).

Example: An athlete plays football only during the 10th grade. After football season, the athlete receives a 10% suspension. The athlete decides to participate in track, which he has not done during any of his previous years in high school or middle school. According to current policy, he receives his 10% suspension during track, and avoids any suspension during football season. He has participated in football every year since the 7th grade.

C. Violations/Use or Possession

1. First Offense
 - a) Student will be suspended from 33 percent of the organization's scheduled activities.
 - b) If the student agrees to participate in five (5) educational sessions, the suspension will be reduced to 10 percent of the organizations' scheduled activities.
2. Second Offense
 - a) Suspension from all extracurricular organizations for one full calendar year.
 - b) The suspension will be reduced to 33 percent of the organization's scheduled activities if the conditions listed under Section I, B, 4 are met.
3. Third Offense
 - a) The student will be denied participation in any extracurricular organization for the remainder of his/her school career.

D. Supply/Sale of Chemicals (Drugs/Alcohol)

1. First Offense
 - a) The student will be suspended from all extracurricular organizations for one calendar year.
2. Second Offense
 - a) The student will be suspended from all extracurricular organizations for the remainder

of his/her school career.

E. Other Conditions

1. Athletics: Since physical conditioning is an important health factor, a student not suspended out of school will be permitted to practice with the team while under suspension from games. Members of athletic teams may be required to produce a statement of fitness from a medical doctor before returning to the team.

F. Tobacco/E-cigarettes/Vapor cigarettes

1. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)— First offense—suspension from the squad for 10% of scheduled regular season contests.
2. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Second offense— removal from participation for the remainder of the current season. If not in season, suspension will be for 33% of scheduled regular season contests of student’s next activity.
3. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Third offense— suspension from all extra-curricular activities for one calendar year.
4. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Fourth offense—denial of participation in all extra- curricular organizations for the remainder of his/her school career.

IV. Education/Prevention

The district will take a comprehensive, progressive, age appropriate approach in the development of curriculum and programs that promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

V. Intervention/Referral

It shall be the policy of Madison Local Schools to provide an intervention process designed to confront problem behaviors within students that may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators, guidance, and drug free schools program coordinator. Intervention strategies will be initiated but not limited to the following circumstances

1. Students seeking help
2. Students exhibiting inappropriate, unusual or atypical behavior
3. Disciplinary action involving violations of this policy and the student code of conduct

A working relationship will exist among the district and local professional helping agencies in order to enhance familiarity, communication, referral, and follow up.

Students successfully completing an inpatient treatment program will not be penalized for days missed from school. Students will be recognized as absent due to medical reasons. Every effort will be made by Madison Local Schools to maintain contact with the treatment agency and provide academic instructional materials. Additionally, every effort will be made by the district to assure the student's successful transition back into the school atmosphere.

VI. Support/Guidance

Madison Local Schools recognizes the importance of guidance activities which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs such as individual guidance, support groups, and mentorship programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regard to a loved one's alcohol or other drug use.

VII. Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regard to student alcohol and other drug use. Therefore, through the community arm of our drug free schools program and guidance plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.

VIII. Drug Free Schools Outreach Program

The coordinators of the Drug Free Schools Outreach Program report directly to the principal and are responsible for district-wide prevention and intervention strategies.

These strategies are implemented within the following four areas

1. Intervention and Support Programs and Activities
2. Curriculum and Resource Development
3. Student Involvement Programs and Activities
4. Community Awareness and Advocacy

IX. Student and Parent Notification

At the beginning of each school year, the student code of conduct is reviewed with every student as part of the

orientation process. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions required via the student handbook.

Compliance with these standards of conduct are mandatory.

Legal Refs ORC 3313.66; 3313.661

State Board of Education Minimum Standards 3301-35-03

5530 DRUG PREVENTION

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

1. all dangerous controlled substances as so designated and prohibited by Ohio statute;
2. all chemicals which release toxic vapors;
3. all alcoholic beverages;
4. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
5. anabolic steroids;
6. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and/or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

1. emphasize the prevention of drug use;
2. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - a) addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - b) provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - c) assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - d) promotes positive emotional health, self-esteem, and respect for one's body;

- e) meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education;
3. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
4. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
5. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;

The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.

6. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
7. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
8. require the notification to parents and students that compliance with the standards of conduct is mandatory;
9. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
10. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy [5771](#) and AG [5771](#), Suspension and Expulsion Policy [5610](#) and AG [5610](#), and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

R.C. 2925.37, 3313.60(E), 3313.661, 3313.662, 3313.752, 3313.95, 3319.012
Public Law 101 - Drug-Free Schools and Communities Act of
1986 20 U.S.C. 3171 et seq.
20 U.S.C. 3224A

CHILD ABUSE

All schools are mandated by law to report suspected child abuse. If a staff

member suspects that a child has been abused or neglected, Richland County Children's Services will be immediately notified.

CLOSING OF SCHOOL

If it is necessary to cancel school for inclement weather or an emergency, please listen to the radio for the announcements (WMAN 1400, WNCO 101.3, WVNO 106, and Y105) or watch WMFD-TV 68 or Cleveland channels 3, 5, or 8. The TV channels run a closing line at the bottom of their screens of school closings organized by county. You may also call 419-589-6565 ext. 1500 for the Madison closing/delay report. Please do not call the school or bus garage.

COMPUTER ACCEPTABLE USE AND INTERNET SAFETY POLICY OF THE MADISON LOCAL SCHOOL DISTRICT

The Madison Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the

Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the school, as directed, a properly signed agreement and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new agreement when entering the junior high school and high school before they are given an access account.

III. ACCEPTABLE USES

- A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.
- B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following
1. uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
 2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
 3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
 4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

- C. Netiquette. All users must abide by rules of network etiquette, which include the following
1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
 2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
 3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
 4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

- A. General Warning; Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.
- B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. Confidentiality of Student Information. Personally identifiable

information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

- E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The Madison Local School District will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- *taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- *depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- *taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user.

Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

VIII. APPEARANCE ON WEB SITE

A student's image, individually, or in a group picture, may be selected to appear on the school district's web site at various times. The images may be a result of a student project or sport event that recently occurred.

IX. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

STUDENT'S AGREEMENT

(Every student, regardless of age, must read and sign below)

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Student Name (PRINT CLEARLY)

Home Phone

Address

Date

Place an "X" in the correct blank

I am 18 or older _____ I am under 18 _____

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

Student Signature

PARENT'S OR GUARDIAN'S AGREEMENT

Student Name (PRINT CLEARLY)

(To be read and signed by parents or guardians of students who are under 18)

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this Policy and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting.

I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

Parent or Guardian Name(s) (PRINT CLEARLY)

Home

Phone Address

Date

Parent or Guardian Signature(s)

CONFERENCES

Conferences are held twice a year, one in the fall and one in the spring. The dates and times will be announced via fliers sent home with the students.

Parents wishing to make individual conferences during the year should contact the guidance office and make arrangements with that office. Phone 589-2112.

DRESS CODE

In all cases the high school administrators will be the final judges of acceptable dress for all school functions.

5511 DRESS AND GROOMING

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. invite the participation of staff, parents, and students in the preparation of a dress code which may specify prescribed dress and grooming practices, but may not amplify the rationale for prohibition established by Board policy;
- C. instruct staff members to demonstrate by example and precept

wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance;

- D. ensure that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the student's taste and individuality.

Students who violate the foregoing rules will not be admitted to class and may be suspended from school.

R.C. 3313.20, 3313.60, 3313.661, 3313.665

STUDENT DRESS CODE

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: Student will immediately receive the next step in disciplinary progression, which will be In School Detention, Out of School Suspension, and possibly Recommendation of Expulsion.

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

1. Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
2. 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.
3. Dress and grooming will not be such as to disrupt the teaching- learning process.
4. Shoes must be worn at all times. Slippers are not allowed.
5. All tops must be fitted with absolutely no midriff, cleavage, back, or shoulder visible.
6. 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.
7. Examples of non-appropriate dress include, but are not limited to:
 - a. Torn, cut, or frayed clothing
 - b. Sleeveless shirts, unless a short sleeve or long sleeve shirt is worn underneath
 - c. Pajama bottoms and/or tops
 - d. Yoga pants or leggings that are not worn with a

- school appropriate shirt that reaches the thigh.
 - e. Tights that are not covered by appropriate length shorts or skirt (to the fingertips with arms extended at the side)
 - f. Non-prescription sunglasses
 - g. See-through clothing
 - h. Shirts with inappropriate printings or designs, including but not limited to tobacco, drugs, alcohol, obscene or suggestive language or gestures
 - i. Hats/do-rags/bandannas/athletic headbands or other head coverings
 - j. Sagging style pants/shorts
 - k. Student clothing or personal appearance that disrupts the educational process
 - l. Clothing that endangers the safety of self or others
 - m. Tattoos with an offensive or intimidating picture and/or message
8. The principal or his/her designee has the final say on appropriate attire and grooming.

5136 - PERSONAL COMMUNICATION DEVICES

Students may use personal communication devices (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.

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.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, 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 building 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 building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

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, sexual orientation, 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 building 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 in violation of this policy is required to report the violation to the building 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.

Revised 6/24/09

Revised 10/31/12

Revised 10/30/13

HEADPHONES AND EARBUDS

Students are not permitted to use headphones or earbuds when in the hallway or in the cafeteria at any time between 8:05 and 2:50. Students may use headphones or earbuds in the classroom or study hall with teacher permission only.

EMERGENCY INFORMATION

The office must be notified of any change of address, change of telephone number, or change of student emergency information. This information is confidential and must be on file in case of any student emergency.

FEE POLICY

No student should abstain from making application to any course offerings because of their inability to pay. If the parent/guardian is indigent, that parent/guardian should complete an interview with the principal to determine need and to establish a fee payment schedule appropriate to the parent/guardian's income.

LOST OR DAMAGED BOOKS

Lost or damaged book fines will be added to the fee system on a quarterly basis in conjunction with grade cards.

If a lost book is returned within one week of the fine being paid, we will issue a refund. If the book is 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 book is returned and no payment has been made, the fine may be removed or reduced based on the condition of the book. This decision will be up to the librarian or building administrator.

Once the current school year is closed (6-30-XX) no fines will be removed or reduced.

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The family educational rights and privacy act (FERPA), a federal law, requires that Madison Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Madison Local School District may disclose appropriately designated "Directory Information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Madison Local School District to include this type of information from your child's educational records in certain school publications. Examples include

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition

lists; Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Educational Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories, names, addresses, and telephone listings, unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Madison Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by October 1st. A waiver is available in the Guidance Office for anyone not wishing to have their students' name and information released.

The Madison Local School District has designated the following information as directory information;

Student's name	Dates of attendance
Address	Participation in officially
recognized activities	
Telephone listing	and sports
Email address	Weight and height of members of
athletic	
Photograph	teams
Major field of study	Degrees, honors, and awards
received	
Grade level	The most recent educational
agency of	
Date and place of birth	institution attended

GRADING SCALE

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

CALCULATING GRADE POINT AVERAGES

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. Post Secondary grades will be averaged at the next grading period following their receipt by the high school.

CLASS RANK

Class rank is the numerical position of the student in comparison with the entire class. The rank will be determined each nine weeks on the basis of A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.0 for all classes. Class rank is computed using all grades earned in grades 9-12, and any high school grades earned during the 8th grade. (Semester averages and final averages are excluded.)

HONOR ROLL

Honor Roll will be all A's and all A's and B's.

PLAGIARISM

Encouraging and fostering high regard for honesty and integrity is an integral part of our educational preparation. Therefore, the administration, faculty and staff will NOT condone or tolerate any form of cheating or dishonesty.

The penalty for plagiarism is to give no credit for plagiarized assignments because it is recognized as stealing, and therefore illegal in the academic work world.

GUIDANCE

Guidance services are available for every student. These services include assistance with educational planning; interpretation of test scores; occupational information; developing good study habits; assistance with home, school, or social concerns; individual and group counseling; consulting with parents, teachers, administrators, and community agencies; and identifying and helping in the placement of a student into a special program.

GUIDELINES FOR CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

1. Co-curricular and Extracurricular Guidelines

The basic concept for these activities is that these are privileges provided for students. All coaches and advisors will provide each participant in writing and orally the guidelines for participation in that particular activity.

2. Student Participation

All students who qualify will be permitted to participate in an activity. Students must follow the guidelines established for the activity.

3. Student Removal from an Activity

Any conduct considered to be “unbecoming of a Ram” (including conduct on social media) may result in discipline including suspension or removal from the activity, group leadership position or team. Students may be suspended or removed by a coach or an advisor from co-curricular and extracurricular activities if they violate the guidelines set forth by the particular activity.

The following due process procedures will be followed:

- A. The advisor or coach will discuss the violation with the student.
- B. The advisor or coach will give a written notice to the student with the reasons given for intended removal.
- C. The student will be given the opportunity for a hearing prior to said removal.
- D. The administration of the affected building will be informed of all anticipated suspensions or expulsions prior to their occurrence.
- E. The athletic director and the principal reserve the right to delay the assignment of a suspension from an extracurricular activity if they believe there is an attempt to circumvent the suspension in a particular activity by participating in another activity that they did not participate in during the previous school year. Otherwise, all extracurricular suspensions will be issued for the next scheduled event(s).**

Example: An athlete plays football only during the 10th grade. After football season, the athlete receives a 10% suspension. The athlete decides to participate in track, which he has not done during any of his previous years in high school or middle school. According to current policy, he receives his 10% suspension during track, and avoids any suspension during

football season. He has participated in football every year since the 7th grade.

- F. Tobacco/E-cigarettes/Vapor cigarettes
1. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—First offense—suspension from the squad for 10% of scheduled regular season contests.
 2. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Second offense—removal from participation for the remainder of the current season. If not in season, suspension will be for 33% of scheduled regular season contests of student's next activity.
 3. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Third offense—suspension from all extra-curricular activities for one calendar year.
 4. Use or possession of tobacco (including any type or brand of e-cigarette or vapor cigarette)—Fourth offense—denial of participation in all extra-curricular organizations for the remainder of his/her school career.

4. Appeals Procedure

- A. Any student or parent/guardian may appeal said suspension or expulsion to the principal or his designee. The person hearing an appeal will render their decision in writing to the student and/or parent/guardian.
- B. If the Appeal at the building level does not satisfy the student and/or parent/guardian, the student and/or parent/guardian may appeal said decision to the Superintendent. This appeal must be in writing.
- C. If the appeal at the Superintendent's level does not resolve the question, the student and/or parent/guardian may take the appeal to the Board of Education. Said appeal must be in writing and will be considered at the next regular or special meeting of the Board of Education.

ACADEMIC ELIGIBILITY FOR SPORTS AND CHEERLEADING

A student may participate in interscholastic contests when that person passed in the previous grading period the subjects as follows:

9th - 12th grades - 5 (or more) credits in subjects that count toward graduation. Must maintain a minimum 1.5 GPA

It is a privilege for students to participate in and to attend extracurricular activities. Inappropriate behavior will result in denial of such participation.

Students/athletes participating in Post-Secondary Options must keep the athletic director informed of their schedules. OHSAA/eligibility requirements

must be maintained by Post-Secondary Options students including minimum number of credits scheduled.

The Madison Athletic Department Handbook can be found online at www.mlsd.net/athletics.

HEAD LICE
8451 - PEDICULOSIS (HEAD LICE)

Head lice is a universal problem and is particularly prevalent among elementary school-age children. Control of lice infestation is best handled by adequate treatment of the infested person and his/her immediate household and other close personal contacts.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and child. Parents need to continually observe their child for this potential problem and treat adequately and appropriately as necessary. If a child in the District is found to have lice, the child's parent will be contacted to have the child treated and to pick him/her up at the end of the school day.

After treatment and upon returning to school, the child will be examined by the school health staff or principal. The District practices a policy of "no live lice" as a criteria for return to school.

The Superintendent shall prepare administrative guidelines to provide for the implementation of this policy.

Adopted 4/24/13

HOMEWORK POLICY

Late homework will be accepted for one day after the due date for a maximum of ½ credit. Students will receive no credit for any work turned in beyond the one day allowance.

IMMUNIZATIONS

Pupils enrolled in Kindergarten through grade 12 are required to have written proof on file at their school that they are up-to-date with their immunizations as set forth in Section 3313.671 of the Ohio Revised Code. Students determined to be out of compliance are to be excluded from school. It is important to check with the Health Department or your health care provider to ensure your child is in compliance.

Immunizations required this school year are as follows:

VACCINES	FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
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<p>DTaP/ DT Tdap/Td Diphtheria, Tetanus, Pertussis</p>	<p><u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4th birthday, a fifth(5) dose is not required.* <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**</p>
<p>POLIO</p>	<p><u>K-5</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 6-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.</p>
<p>MMR Measles, Mumps, Rubella</p>	<p><u>K-12</u> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.</p>
<p>HEP B Hepatitis B</p>	<p><u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.</p>
<p>Varicella (Chickenpox)</p>	<p><u>K-5</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grade 6-9</u> One (1) dose of varicella vaccine must be administered on or after the first birthday</p>

NOTES:

•Vaccine should be administered according to the most recent version of the Recommended Immunization Schedules for Persons Aged 0 Through 18 Years or the Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.

*Recommended DTaP or DT minimum intervals for Kindergarten students: four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5.

If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended, but not required.

•Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace

period.

**Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 11th or 12th grades, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

•For additional information please refer to the Ohio Administrative Code 5101:2-12-37 for Child Care, Head Start, Pre-School and the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.

•Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

IN SCHOOL DETENTION CENTER

Students who violate the Code of Conduct may be assigned to the In-School-Detention Center for the offenses. During that time students are required to do homework and class work. They will be required to follow the rules of the center. Failure to do so will result in an out-of-school suspension.

5540 - INTERROGATION OF STUDENTS

The Board of Education is committed to protecting students from harm that may or may not be directly associated with the school environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies.

When law enforcement or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Investigation of Child Abuse/Neglect by a Public Children's Services Agency or Law Enforcement Agency

Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or law enforcement agency in accordance with Board Policy **8462**.

At the request of the building administrator, an official of a public children's services agency or law enforcement agency may interview a student on school property during school hours in order to investigate a claim of child abuse/neglect involving such student or a member of the student's family. If neither the student nor a member of his/her family is the subject of the child abuse/neglect investigation, such agency should contact the student during non-school hours and investigate the matter off school property, if at all possible, unless the alleged child abuse took place on school property and/or involves an emergency situation.

If the student (or a member of his/her family) is the subject of a child abuse/neglect investigation, or the student is being interviewed regarding alleged child abuse that took place on school property or involves an emergency, the building administrator shall attempt to contact the parent prior to questioning, and s/he will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator will remain in the room during questioning unless compelling reasons for exclusion are provided by the agency.

Investigations of Violations of Law by Law Enforcement Agencies

Such agencies should contact a student during non-school hours and investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property during school hours at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

Before the student(s) is (are) questioned as a witness to or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning unless compelling reasons for exclusion are provided by the agency.

Notification and Release of Records

Attempts to notify the parents regarding investigations of child abuse/neglect and other law enforcement investigations should be documented diligently.

When an authorized law enforcement officer or public children's services agency removes a student, the building administrator shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or public children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (See Board Policy **8330**).

R.C. 3313.20, 3319.321
Revised 10/31/07

INTERROGATIONS AND SEARCHING

The Madison Local Schools in conjunction with local law enforcement agencies will conduct random canine searches in an effort to screen specific buildings and/or parking lots.

Searches of Student Property by School Personnel

The following rules apply to the search of the school property assigned to a specific student (locker, desk, etc.), and the seizure of items in his/her possession

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space whose possession constitutes a crime or rule violation.
2. Search of an area assigned to a student should be for specifically identified item, and should be conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of Student's Person or Personal Property by School Personnel
Principals and their designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.
2. Searches will be conducted by a member of the same sex as the student.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parent(s)/guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as possible after completion of the search.
5. Where evidence indicating that a student has violated the law is uncovered, law enforcement officials shall be notified.
6. In cases where school officials believe a strip search is necessary, law enforcement officials should be called in to conduct the search.

Searches of Student Property by Police

A proper search warrant is required for any search of a student's personal property kept on school premises; however, if the sheriff has reason to believe any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

Interrogations by Law Enforcement Officials

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to try to protect each student under its control. Therefore

1. Whenever possible, law enforcement officers should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a

- student, the school authorities will bring the student to a private room and the contact will be made out of the sight of others as much as possible.
2. The school principal must be notified before a child may be questioned in school or taken from a classroom.
 3. If possible, the parent(s) or legal guardian(s) of the student to be interviewed should be notified by the sheriff's office before the student is questioned so that the parents may be present if they so desire.
 4. To avoid possible criticism, a school official will request to be present when an interrogation takes place within the school.
 5. When it is necessary to remove a child from school, after notifying the school principal, the sheriff's authorities should notify the parents. If the circumstances make it impossible for the law enforcement officers to make this notification to the parents, the school should do so.
 6. The sheriff's department should always be notified by the school principal whenever a student is involved in any type of criminal activity. When the school learns of this involvement, it should notify the juvenile officer or sheriff's department. The school should not attempt to handle situations that are properly in the realm of the law enforcement officers.

LOCKERS

Lockers are the property of Madison Local School District. School administrators may conduct random searches of student lockers from time to time throughout the school year. Student lockers will be cleaned every summer. Items left over will be donated to local charities.

5330 - USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. With the exception of diabetes care covered under Policy **5336**, the administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication (i.e., a drug) or treatment may be administered to any student during school hours, the Board shall require a written statement from a

licensed health professional authorized to prescribe drugs ("prescriber") accompanied by the written authorization of the parent (see Form 5330 F1, Form 5330 F1a, and Form 5330 F1b). These documents shall be kept on file in the office of the respective school, and made available to the persons designated by this policy as authorized to administer medication or treatment. A copy of the parent's written request and authorization and the prescriber's written statement must be given, by the next school day following the District's receipt of the documents, to the person authorized to administer drugs to the student for whom the authorization and statement have been received. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy **5530** - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students, and unless the medication to be administered is diabetes medication, which must be kept in an easily accessible location pursuant to Policy **5336**.

Parents may administer medication or treatment, with the exception of diabetes care covered under Policy **5336**, but only in the presence of a designated school employee.

Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs, but only in the presence of a designated school employee with the exception of students authorized to attend to their diabetes care and management pursuant to Policy **5336**.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler, provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

Additionally, students shall be permitted to carry and use, as necessary, an epinephrine autoinjector to treat anaphylaxis, provided the student has prior written approval from the prescriber of the medication and his/her parent/guardian, if the student is a minor, and has submitted written approval (Form 5330 F4, Authorization for the Possession and Use of Epinephrine Autoinjector (epi-pen)) to the principal and any school nurse assigned to the building. The parent/guardian or the student shall provide a back-up dose of the medication to the principal or school nurse. This permission shall extend to any activity, event, or program sponsored by the school or in which the school participates. In the event epinephrine is administered by the student or a school employee at school or at any of the covered events, a school employee

shall immediately request assistance from an emergency medical service provider (911). Students with diabetes authorized to attend to their diabetes care and management may do so in accordance with Policy **5336**.

With the exception of diabetes care covered under Policy **5336**, only employees of the Board who are licensed health professionals or who have completed a drug administration training program conducted by a licensed health professional and are designated by the Board may administer prescription drugs to students in school.

With the exception of diabetes care covered under Policy **5336**, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

- A. Principal
- B. Teacher
- C. School nurse
- D. Building Secretary
- E. Aide

F. Others as designated by the student's IEP and/or 504 plan

No employee will be required to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

With the exception of diabetes care covered under Policy **5336**, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) or, such medication, upon being identified as aforementioned, may be stored in the respective building and administered in accord with this policy and Policy **5336**.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

R.C. 3313.712, 3313.713, 3313.7110, 3313.716, 3313.718, 4729.01
9/24/14

**MEDICATION/PRESCRIPTION & NON-PRESCRIPTION
DRUGS ADMINISTERING MEDICINE TO STUDENTS**

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder in the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, administration of drugs (prescription and non-prescription) will be done in accordance to the following:

1. All medication must be transported to and from school by a parent or designated adult. This is important protection for all our students.
2. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of all medications.
3. All medication must be received in the container in which it was dispensed by the prescribing physician, others licensed to prescribe medication, or pharmacy. No medication that is past the expiration date will be accepted.
4. The "Administration of Medication" form must be completed in its entirety and signed by both the prescribing physician and the parent and filed with the school prior to the administration of any prescription or non-prescription medication to be given to the student (in compliance with O.R.C. 3313.713).
5. If there are any changes in how a medication should be administered the parent is required to provide a revised Physician's Statement. New forms must be submitted each school year and for each new medication.
6. In the case of nonprescription medications, the same "Administration of Medication" form needs completed fully, including the physician's signature. The nonprescription medication must be in its original container clearly marked with child's name.
7. At the end of the school year parents must pick up their child's medication. Medication not picked up before 2 weeks after the last day of school will be disposed of.
8. Students are not permitted to possess any medication (prescription or otherwise) except for epinephrine autoinjectors (epipens) and asthma inhalers. In order for students to carry epipens or inhalers, the proper form must be completed and on file in the office.
9. No person who is authorized by the Board of Education to administer a prescribed drug and who has a copy of the most recent statement would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
10. No person employed by the Madison Local Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

NO CONCEAL / CARRY IN SCHOOL GUN-FREE ZONE

No person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordinance into a school safety zone, including all Madison school buildings and grounds, except for authorized personnel.

Ohio Revised Code 2923.122, 2923.1212

2260 - NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship and/or personal sense of self-worth. As such, the Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or 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.

The Board also does not discriminate on the basis of Protected Classes in its employment policies and practices as they relate to students, and does not tolerate harassment of any kind.

Equal educational opportunities shall be available to all students, without regard to the Protected Classes, age (unless age is a factor necessary to the normal operation or the achievement of any legitimate objective of the program/activity), place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District. Educational programs shall be designed to meet the varying needs of all students.

In order to achieve the aforesaid goal, the Superintendent shall:

- A. Curriculum Content
review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes; ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict the contribution of both genders, various races, ethnic groups, etc. toward the development of human society;
- B. Staff Training
develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;
- C. Student Access
 1. review current and proposed programs, activities, facilities, and practices to verify that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State and Federal laws and regulations;
 2. verify that facilities are made available, in accordance with Board Policy [7510](#) - Use of District Facilities, for non-curricular student

activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

D. District Support

verify that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Lee A. Kaple
Superintendent
1379 Grace Street
Mansfield, OH 44905
419-589-2600
lkaple@mlsd.net

The names, titles, and contact information of these individuals will be published annually in the parent/student and staff handbooks and on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement,

services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG [2260F](#)).

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) school days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy [2260](#) investigation and provide him/her with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept complaints of unlawful discrimination/retaliation directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a CO will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of

such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the student, if age eighteen (18) or older, or the student's parents if the student is under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the parties (the alleged target of the discrimination and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community against a student will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully discriminated/retaliated against and s/he is able and feels safe doing so, the individual should tell or otherwise inform the person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully discriminated/retaliated against may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated/retaliated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the student about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy [2260](#) – Non-Discrimination as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting between the student claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a

mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the COs in accordance with the Board's records retention policy and/or Student records policy. (See Policy [8310](#) and Policy [8330](#))

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant") may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the CO, Superintendent, or another District employee who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO within two (2) business days.

Throughout the course of the process, the CO should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from

further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the person alleged to have engaged in the misconduct. In making such a determination, the CO should consult the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. Simultaneously, the CO will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent") that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy [2260](#) - Non-Discrimination. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such

additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, she/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation. A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) business days of his/her receipt of the Superintendent's final decision.

In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The Complainant may be represented, at his/her own cost, at any of the above described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns

and/or provides during the course of the investigation.

All records created as a part of an investigation of a complaint of discrimination/retaliation will be maintained by the CO in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful discrimination, or participates as a witness in an investigation is prohibited. Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

R.C. 3301.0711, 3302.01, 3302.03, 3313.61, 3313.611, 3313.612, 3317.03
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendment Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
29 U.S.C. Section 794, Rehabilitation Act of 1973, as amended
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. Section 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1635
34 C.F.R. Part 110 (7/27/93)
Vocational Education Program Guidelines for Eliminating Discrimination and Denial
of Services, Department of Education, Office of Civil Rights, March 1979
Title III of the No Child Left Behind Act of 2001
Revised 2/25/09
Revised 2/23/11
Revised 10/31/12
Revised 3/26/14

PICTURES RELEASED TO MEDIA

Please contact your student's principal if you do not wish to have pictures released to the media.

RELEASE OF STUDENT INFORMATION

Students and parents have the right to request schools not release name, address and telephone listings to Armed Services and Military Recruiters, Photographers and other Outside Agencies. A waiver is available in the Guidance Office for anyone not wishing to have their students' name and information released to one of these agencies. (See FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT).

SCHOOL DANCES

Students attending school dances or school-sponsored parties, etc., must stay for the duration of the activity. Students who leave will not be readmitted. Only Madison Comprehensive High School students may attend these functions, unless otherwise stated.

SEXUAL HARASSMENT

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students, are expected to conduct themselves at all times as to provide an atmosphere free from sexual harassment. Sexual harassment whether verbal or nonverbal, occurring inside or outside of District buildings, or other District-owned property or at school-sponsored social functions/activities is illegal and unacceptable and will not be tolerated. Any person who engages in sexual harassment while acting as a

member of the school community is in violation of this policy. Any member of the school community who believes that he/she has been subjected to sexual harassment must report the incident(s) to the school principal or district superintendent.

STUDENT AUTOMOBILE USE/PARKING

Use of Motorized-Vehicles

1. Motorized vehicles driven to school by students should be locked and shall not be occupied or moved until the student is ready to return home at the end of his/her school day.
Exception Special permission of the building principal.
2. Permission to drive may be revoked either temporarily or permanently because of violation of any of these regulations or upon evidence of careless or reckless driving on school property. In order to insure safety for all, students will be expected to exercise special care while driving on the school property.
3. All students are to park in the front of the building in the West lot (next to the woods) or in the East lot (next to the softball and football fields). Students are prohibited from parking in aisles, triple parking, or parking in sections reserved for staff and/or visitors. These sections include the center section in front of the building and the first two rows of the West lot. Any violation of this policy will result in a Thursday school.
4. All students must have a parking permit to park in the student lots. Any violation of this policy will result in a Thursday school
5. Students parking in the West lot must exit out Esley Ln. and students parking in the East lot must exit out Melody Ln. No students are permitted to leave through rear of the school leading to Evergreen Dr.
6. The gates at Melody Ln. will be closed from 9:00 a.m. until 2:30 p.m. and from 5:30 p.m. until 6:00 a.m. while school is in session. Likewise the gates at the rear of the school will be closed from 9:00 a.m. until 3:00 p.m. and from 5:30 p.m. until 6:00 a.m. Both gates will remain closed all day on weekends and days school is not in session except on during major events.

STUDENT COMPLAINTS AND GRIEVANCES

STUDENT GRIEVANCE PROCEDURE

The Board recognizes that, in the interest of effective compliance under Title IX, Title VI, and 504, a procedure is necessary whereby all students can be assured of a prompt and impartial hearing on their grievances. Such procedures shall be made available to all students and no reprisals of any kind shall be taken against any student initiating or participating in the grievance procedure.

A grievance is a complaint involving the violation, interpretation or application of Title IX, Title VI, and 504. The primary purpose of this procedure shall be to obtain, at the lowest level and in the shortest period of time, equitable solutions to grievances which may arise from time to time.

The following grievance proceedings shall be handled in a confidential manner

1. All grievances, oral or written, should be lodged within 30 calendar

days following the act or condition which is the basis for said grievance. Such grievance should be appealed to the next step in the procedure within 30 calendar days of the decision in the previous step or such right of appeal may be forfeited.

2. Any grievance, oral or written, shall be acted upon within five working days after the receipt of said grievance. If the student requests a hearing, action must be taken within five days after such hearing. The aggrieved student shall have the right to be represented by counsel at such hearing.
3. All action taken and reason for the action in reference to any grievance shall be reduced to writing and copies sent to the student involved and the Compliance Officer.
4. Students should first verbalize or provide a written grievance to the school counselor. If the grievance is not resolved, the counselor will make an appointment for the student to meet with the building principal.
5. Students referred to in item 4 who do not have their grievance resolved by the building principal or supervisor will then meet with the Compliance Officer. The student's grievance must be in writing for this meeting with the Compliance Officer.
6. Student grievances, in writing, not resolved by the Compliance Officer will then be referred in respective order to the following (a) Superintendent, (b) Board, (c) Office of Civil Rights in Cleveland.
7. Copies of all written grievances, hearings, appeals, and all action shall be sent to the Compliance Officer for filing.

5611 DUE PROCESS RIGHTS

The Board of Education recognizes that students waive certain constitutional rights, regarding their education.

Accordingly, the Board establishes the following procedures:

1. Student subject to suspension:

- A. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
- B. 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.
- C. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
- D. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. 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. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
- E. Notice of this suspension will also be sent to the:
 1. Superintendent;

2. Board Treasurer;
 3. student's school record (not for inclusion in the permanent record).
- F. 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 with the Treasurer or the Superintendent within five (5) school days of the notice to suspend.

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.

2. Students subject to expulsion:

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

- A. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
- B. The student and parent or representative have 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 no later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
- C. 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. 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.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of intent to appeal must be filed within ten (10) school days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office.

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 may be further appealed to the Court of Common Pleas.

3. **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.
4. **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.
5. **Students subject to suspension from bus riding/transportation privileges:** Students whose conduct warrants 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 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.

R.C. 3313.20, 3313.66, 3313.661

5516 STUDENT HAZING

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

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

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

R.C. 2307.44, 2903.31, 3313.661

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

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:

- A. 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 creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. 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 assistance (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 principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report

any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such 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 principal 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 principal 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 principal 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 principal for review, investigation, and appropriate action.

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District 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 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.

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 principal 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.

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.

R.C. 3313.666, 3313.667

5500 STUDENT CONDUCT

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:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. 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

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

The typical progression for student misconduct is the following, but administrators reserve the right to use more severe discipline if the offense warrants it.

Behavioral Offense #1

2 Days In-School-Detention

Behavioral Offense #2	2 Days Out-of-School Suspension
Behavioral Offense #3	2 Days Out-of-School Suspension
Behavioral Offense #4	3 Days Out-of-School Suspension
Behavioral Offense #5	10 Days Out-of-School Suspension and Recommendation of Expulsion

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

1. Truancy, leaving school during regular hours without permission from the office, missing a scheduled class without permission or being in an unauthorized area.
2. Fighting.
3. Harassment, intimidation, hazing or bullying a fellow student, visitor, teacher, employee, or administrator as defined in board policy.
4. Provoking, assaulting, or threatening a fellow student, visitor, teacher, employee, or administrator.
5. Disruption, interference with, or creating or taking part in disturbances in curricular or extracurricular activities.
6. Damage or destruction of school or personal property.
7. Possession of any weapon.
8. Disregard of authority or insubordination to school personnel.
9. Possession, use, or action 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.
10. 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.
11. Smoking, or 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) in school buildings or on school premises will result in an Out-of-School Suspension.
12. Use of obscene or profane language, symbols, or gestures.
13. Violation of the Electronic Device policy.
14. Operation of a motor vehicle in a reckless manner on school property.

15. Repeated violation of the student dress code.
16. Theft, obtain or attempt to obtain another person's property, or breaking and entering or attempt to break and enter school or private property.
17. Trespassing or loitering.
18. Attempt to mislead school personnel.
19. Any student purposely setting off a false fire alarm will be expelled.
20. Violation of the Alternative Program contract.
21. Repeated violation of the Student Conduct code.
22. Other similar types of conduct not specified above.

Clarifying Statement: The above stated infractions apply to school activities on or off campus.

5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. [See Policy 2465, "Suspension/Expulsion of Disabled Students."]

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct 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 District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a

continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District. [See Policy 5610.03 "Emergency Removal"]

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".
- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy **5611** "Due Process Rights".

1. **Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon

to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

A knife is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in his/her sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- b. The degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife; and/or
- c. The academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

2. **Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;

and

- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. Applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

3. **Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;

or

- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. See Policy 5610.01)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

If the Superintendent determines that a student's behavior on a school vehicle violates school rules, s/he may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Any such suspension must comply with due process and the Student Code of Conduct/Student Discipline Code.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district, if the

student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy **5111**.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district, if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing before the Board.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under Postsecondary Enrollment Options at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a provision in Policy **2271** under R.C. 3313.613 to deny high school credit for postsecondary courses taken during an expulsion.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

A copy of this policy is to be posted in a central location in each school and made available to students and parents upon request. Key provisions of the policy should also be included in the parent-student handbook.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.662, 3313.663
R.C. 3313.664, 3321.13 (B)(3) and (C), 3327.014
18 U.S.C. Section 921
20 U.S.C. 3351, 20 U.S.C. 7151, 20 U.S.C. 8921

STUDENT SUSPENSION

The Superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than ten (10) school days. The guidelines listed below will be followed for all suspensions, including those of in-school-detention.

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 the opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within twenty-four (24) hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.

5. Notice of this suspension will be sent to the
 - a. Superintendent
 - b. Board Treasurer
 - c. Student's school record (not for inclusion in the permanent record)

Suspension may be appealed. If the suspension was issued by the principal, appeal is to be made, first, to the Superintendent. Subsequent to the Superintendent hearing the appeal, the suspension may be appealed to the Board of Education.

Appeal to the Superintendent

Should a student who is eighteen (18) or older or a student's parent(s) or guardian(s) choose to appeal the suspension, they must do so within ten (10) days of the notice of suspension. The procedure for such will be provided in regulations provided by the Board.

Appeal of the Board

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

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

The procedure to pursue such appeal will be as provided in regulations approved by the Board. Notice of appeal must be filed with the Treasurer within three (3) days of the Superintendent's decision.

Appeal to the Court

Under Ohio Law appeal of the Board's decision may be made to the Court of Common Pleas.

STUDENTS ON OUT OF SCHOOL SUSPENSION ARE NOT PERMITTED TO RECEIVE CREDIT FOR SCHOOLWORK COMPLETED DURING SUSPENSION. STUDENTS ASSIGNED OUT OF SCHOOL SUSPENSION ARE NOT PERMITTED ON SCHOOL PROPERTY WHILE SUSPENDED NOR ARE THEY PERMITTED TO ATTEND ANY SCHOOL SPONSORED EVENT.

STUDENT EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the Student Code of Conduct.

Only the Superintendent may expel a student. Expulsion is a removal of a student for more than ten (10) days duration and not more than eighty (80) days and may be carried over to the next school year. Under specific and

extreme circumstances, the superintendent does have the right to permanently exclude a student.

The Superintendent will give the student and parent(s), guardian(s) or custodian(s) written notice of the intended expulsion, including reasons for the intended expulsion. The student and parent or representative has the opportunity to appear on request before the Superintendent or designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three (3) days nor later than five (5) days after the notice is given.

Within twenty-four (24) hours of the expulsion, the Superintendent will notify the parent(s), guardian(s), or custodian(s) of the student and Treasurer of the Board.

The notice will include the reasons for the expulsion, and the right of the student, parent(s), guardian(s) or custodian(s) to appeal to the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session.

Appeal 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 of Education 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 that may be held in executive session at the request of the student, parent(s) or guardian(s).

The procedure to pursue such appeal will be in accord with regulations approved by the Board. Notice must be filed within ten (10) days of the Superintendent's decision to expel to the Board directly or through the Superintendent's office. Notice of intent to appeal must be made within ten (10) days of the Superintendent's decision to expel.

Appeal to the Court

Under Ohio Law the decision of the Board may be further appealed to the Court of Common Pleas.

EMERGENCY REMOVALS OF STUDENTS

If a student's presence poses a continuous danger to persons or property, or an on-going threat of disrupting the academic process, then the Superintendent, principal or assistant principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his/her supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds twenty-four (24) hours, then a due process hearing will be held within seventy-two (72) hours after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practical prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions. The persons who ordered or requested the removal will be present at the hearing, and within twenty-four (24) hours of the decision to suspend, written notification will be given to the parent(s), guardian(s) or custodian(s) of the student, and Treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the Superintendent or his/her designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student. In an emergency removal, a student will be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension or expulsion.

5780 STUDENT/PARENT RIGHTS

The Board of Education recognizes that students possess not only the right to an education but many of the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the Board shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, the Board recognizes that no student may be deprived of the basic right to equal access to the educational program, and his/her constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for his/her education.

Since a student who has reached the age of majority possesses the full rights of an adult, s/he may authorize those school matters previously handled by his/her parents, but s/he also assumes the responsibility for his/her performance in school, attendance, and compliance with school rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent shall, in consultation with parents, develop a procedure addressing the right of parents as described herein and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG [9130A](#) and Form 9130 F3.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act. **R.C. 3109.01**
20 U.S.C. 1232h

STUDENT RECORDS

Section One Parent, Guardian, Student Right to Review School Records

1. That parent(s), guardian(s), or student(s) thirteen (13) years of age or older, have the right to review theirs or their children's school records in compliance to Federal Regulation H.R. 69 (PL 93-330).
2. That access to the records must be provided to the examiner within forty-five (45) days after request is made in writing with proper identification provided. The right to inspect and review shall include all materials in a student's cumulative folder, and those reports intended for school use or available to outside agencies. Provision to copy any and all records in question must be made by local districts at reasonable cost to the examiner.
3. That each district designates within buildings in their jurisdiction, one person (the building principal) solely responsible for dissemination of student records, and this person be responsible for securing the necessary personnel to interpret the records to the examiner. (Principal-School Policy, Counselor-Test Data, School Psychologist-Child Study Reports, etc.)

Section Two Parent, Guardian Student Right to Question School Records

1. After adequate compliance with Articles I, 2 and 3, Section One, the examiner may question, in writing, to a Review Panel for the purpose of change or deletion any and/or all of the record.
2. Each local and city school district will initiate and develop within their district a Review Panel (The Madison School Review Panel consisting of

the Superintendent, the Assistant Superintendent and the building principal) for the purpose of reviewing all questions for change or deletion brought to their attention. Appeal of the findings of the Panel may be made by the examiner through his/her legal counsel to the appropriate court for final adjudication.

3. All questions of records may be defended at the Review Panel meetings. Notice of meetings shall be given to appropriate educational personnel no less than five (5) days prior to the scheduled meeting for question of records. Both parties may be represented by legal counsel and the rules for question submitted by the Panel to the parties will be strictly adhered to.
4. A written brief will be filed with both parties within thirty (30) days after question as to the findings of the Review Panel.

Section Three Release of School Records

The release of any and all student records is prohibited except under the following circumstances

1. In-house use by local school officials, teachers with the educational institution or local educational agency who have legitimate educational interests.
2. To officials of other schools in which the student intends to enroll, with the condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to question the content of the record.
3. Written parental consent specifying the records to be released, to whom they are to be released, the reasons for release and an opportunity for the parents to obtain a copy of the records released if desired.
4. Authorized representatives of the Comptroller General of the U.S., Secretary of HEW, Administrative Head of an educational agency, and State Educational Authorities under certain conditions.
5. In connection with a student's application for/or receipt of financial aid.
6. If the student is eighteen (18) years of age, the permission or consent required of and the right accorded to parents shall thereafter only be required of and accorded to the student.
7. Compliance with a judicial order or subpoena.
8. The following directory information may be released pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation and awards received. Directory information may not be released to persons, groups or organizations for use in a profit-making activity.

In all cases except above circumstances, the person or agency desiring access to the student records must sign a written form with parental/student permission to accompany indicating the educational or other interest in seeking the information. The form must be maintained as part of the student's record, but may only be available for inspecting by his/her parents and the school official in charge of student records. The person or agency desiring access to the records must agree not to transfer the information to another person or agency without the written consent of the parent or student.

Section Four--Notification to Parent or Student of Policy

1. Policy to comply with the Family Educational Rights and Privacy Act of 1974 will be adopted by the local Boards of Education. This policy will be available for public inspection. Also, notification of adoption of the policy and the policy will be posted in a conspicuous place in the principal's office of each school building within a district. Local news media will receive a release for publication concerning the act.
2. An examiner of student records will be provided a copy of the question procedure at the time of examination
3. No person shall be denied the right of student record examination under the qualifications of Section One, Article One.

Adoption date August 13, 1990

STUDY HALLS

Students are permitted to have a maximum of two study halls per semester.

TEXTBOOKS

Each student is responsible for the care of textbooks loaned him/her. Students will be assessed for all lost or damaged textbooks. It is strongly recommended that books are kept covered and that papers are not kept in books. Fines will be charged for damaged books. Ohio Revised Codes provides for the withholding of school records and student report cards because of fees owed to Madison Local Schools.

5130 WITHDRAWAL FROM SCHOOL

The Board of Education affirms that, while statute requires attendance of each student from six (6) years of age, or five (5) years of age if enrolled in kindergarten, and not formally withdrawn, until eighteen (18) years of age, it is in the best interests of both students and the community that they complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life beyond the schools. A child enrolled in kindergarten is deemed to be of compulsory school age unless the child's parent or guardian, at the parent or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten.

The Board directs that whenever a student wishes to withdraw, effort should be made to determine the underlying reason for such action and the resources of the District should be used to assist the student in reaching his/her career goals. No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent 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.

Such notification is to be given within two (2) weeks after the Superintendent

confirms the student is not properly enrolled in and attending another approved school or program or has moved out of State.

The Superintendent shall ensure, through administrative guidelines, that proper procedures are established so that such notification complies with the provisions of R.C. 3321.13 (B)(1).

The Superintendent shall develop administrative guidelines for withdrawal from school which:

- A. make counseling services available to any student who wishes to withdraw;
- B. help the student define his/her own educational life goals and help plan the realization of those goals;
- C. inform the student of alternative programs;
- D. assure the timely return of all District-owned supplies and equipment in the possession of the student.

In accordance with Policy [5610](#), the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. Any resulting expulsion shall be imposed for the same duration it would have been had the student remained enrolled.

R.C. 3313.66, 3321.13

A.C. 3301-41-01, 3301-43-01, 3301-35-03 (F)

TRANSFER/WITHDRAWAL

The Student must notify the office of his/her last day to receive a withdrawal notice that will be checked by his/her teachers. Students should turn in all textbooks, library books and other materials belonging to the school on or before the day of withdrawal. All materials must be returned to the teacher before the student's withdrawal slip is approved.

USE OF SCHOOL BUILDINGS

School buildings or grounds may be used by community groups and organizations at times when they do not interfere with the school program, including extracurricular activities. All requests for building use/rental must be approved through the Principal's office (419-589-2112).

VISITORS TO THE SCHOOLS

The Madison Local Board of Education encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing.

To assure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering, receiving authorization before visiting elsewhere in the building. Additionally, visitors may be asked to provide identification.

The building administration will make every effort to provide prior notice to staff on being informed of a request to visit and/or observe classes that are in session.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings and loitering on grounds.