

APPROVED BY THE BOARD OF EDUCATION: DECEMBER 16, 2014

MADISON-PLAINS
LOCAL SCHOOL DISTRICT
Home of the Golden Eagles



2014-2015
STUDENT/PARENT HANDBOOK

SUPERINTENDENT WELCOME

Dear Parents and Students,

Welcome to the 2014-2015 school year at Madison-Plains Local Schools.

The Student/Parent Handbook will be your guide to information related to your rights and responsibilities as a student and parent/guardian. The handbook includes the Student Code of Conduct and other information that will allow for a successful school year by providing the basic expectations of all students. The latest version of this handbook is available on our website at www.mpls.d.org for your continued reference. The handbook is also available by disk or paper version upon your request. You may request an alternate version of the handbook, from your child's school office, by completing the "Student/Parent Handbook Acknowledgment".

At the beginning of the 2014-2015 school year, students will bring home information and forms requesting both student and parent/guardian signatures. The signed forms are very important and will need to be returned to school as soon as possible. Please provide your e-mail address where requested as this is critical communication link between our teachers and you the parents.

We wish you a very safe and productive school year at Madison-Plains.

EVERY ATTEMPT HAS BEEN MADE TO INSURE THE THOROUGHNESS AND ACCURACY IN THIS PUBLICATION. NEWLY APPROVED POLICIES AND PROCEDURES ADOPTED BY THE MADISON-PLAINS BOARD OF EDUCATION WILL TAKE PRECEDENCE OVER THIS HANDBOOK.

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MISSION STATEMENT

To provide the best opportunity for each student to become successful in higher learning and become productive, contributing, responsible citizens, thus enabling them to realize their full potential as citizens of their community and the world.

GOALS

1. To promote a safe, healthy, environment in which to learn.
2. To increase student achievement.
3. To provide fiscal accountability through the best utilization of resources provided.
4. To develop effective communication programs to keep the community informed.
5. To provide resources, guidance and opportunities for staff.
6. To provide state of the art facilities.

ALMA MATER

Though our paths may never cross again
Our spirits will stand bold
With the dreams of Alma Mater
And the color green and gold.
Our high school days are passing by
And soon they will be gone
We pledge our hearts and souls to say;
Madison-Plains marches on.

FIGHT SONG

Stand up and cheer
Cheer loud and long for dear old MP
Fore to victory,
The green and gold above the rest.
Our boys are fighting,
And we are bound to win once more.
We've got the team, we've got the steam,
So Let the Eagles Soar



2014-2015 SCHOOL CALENDAR

		AUGUST '14						
		S	M	T	W	Th	F	S
11-19	In-Service Academy (choose 15 hours of In-service)							
21	New Teacher Orientation						1	2
22	Teacher In-Service	3	4	5	6	7	8	9
25	Teacher Work Day	10	11	12	13	14	15	16
26	Begin 1st Nine Weeks First day for Students (1-12)	17	18	19	20	21	22	23
28	First Day for Students (K)	24	25	26	27	28	29	30
		31						

School Days = 4

		SEPTEMBER '14						
		S	M	T	W	Th	F	S
			1	2	3	4	5	6
7		7	8	9	10	11	12	13
14		14	15	16	17	18	19	20
21		21	22	23	24	25	26	27
28		28	29	30				

School Days = 20

1 No School (Labor Day)

15-18 Community Visitation Week

19 No School (Tchr In-Service)

		OCTOBER '14						
		S	M	T	W	Th	F	S
24	End 1st Nine Weeks (42 days)							
27	No School - Tchr In-Service; Grading Inter				1	2	3	4
5		5	6	7	8	9	10	11
12		12	13	14	15	16	17	18
19		19	20	21	22	23	24	25
26		26	27	28	29	30	31	

School Days = 22

28 **Begin 2nd Nine Weeks**
Grade Cards Available

		NOVEMBER '14						
		S	M	T	W	Th	F	S
								1
2		2	3	4	5	6	7	8
9		9	10	11	12	13	14	15
16		16	17	18	19	20	21	22
23		23	24	25	26	27	28	29
30		30						

School Days = 17

10 Parent-Tchr Conferences

12 Parent-Tchr Conferences

26 No School (October P/T Conf.)

27 No School (Thanksgiving Break)

28 No School (Thanksgiving Break)

		DECEMBER '14						
		S	M	T	W	Th	F	S
1	No School (Tchr In-Service)		1	2	3	4	5	6
7		7	8	9	10	11	12	13
14		14	15	16	17	18	19	20
21		21	22	23	24	25	26	27
28		28	29	30	31			

School Days = 14

22- Jan 2 No School (Winter Break)

		JANUARY '15						
		S	M	T	W	Th	F	S
						1	2	3
4		4	5	6	7	8	9	10
11		11	12	13	14	15	16	17
18		18	19	20	21	22	23	24
25		25	26	27	28	29	30	31

School Days = 18

5 School Resumes

15 **End 2nd Nine Weeks (44 days)**

16 No School -
Tchr In-Service; Grading Inter

19 No School (M.L. King Jr. Day)

20 **Begin 3rd Nine Weeks**
Grade Cards Available

21

		FEBRUARY '15						
		S	M	T	W	Th	F	S
10	Parent-Tchr Conferences	1	2	3	4	5	6	7
12	Parent-Tchr Conferences	8	9	10	11	12	13	14
13	No School (P/T Conf.)	15	16	17	18	19	20	21
16	No School (Presidents Day)	22	23	24	25	26	27	28

School Days = 18

		MARCH '15						
		S	M	T	W	Th	F	S
		1	2	3	4	5	6	7
8		8	9	10	11	12	13	14
15		15	16	17	18	19	20	21
22		22	23	24	25	26	27	28
29		29	30	31				

School Days = 19

16-20 Community Visitation Week

20 **End 3rd Nine Weeks (42 days)**

23 No School -
Tchr In-Service; Grading Inter

24 **Begin 4th Nine Weeks**
Grade Cards Available

30-Apr 3 No School - Spring Break

		APRIL '15						
		S	M	T	W	Th	F	S
					1	2	3	4
5		5	6	7	8	9	10	11
12		12	13	14	15	16	17	18
19		19	20	21	22	23	24	25
26		26	27	28	29	30		

School Days = 18

6 School resumes

17 No School (Tchr In-Service)

		MAY '15						
		S	M	T	W	Th	F	S
							1	2
3		3	4	5	6	7	8	9
10		10	11	12	13	14	15	16
17		17	18	19	20	21	22	23
24		24	25	26	27	28	29	30
31		31						

School Days = 20

25 Memorial Day

		JUNE '15						
		S	M	T	W	Th	F	S
2	End 4th Nine Weeks (45 days) Last day for students		1	2	3	4	5	6
3	Teacher Work Day	7	8	9	10	11	12	13
5	Commencement	14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				

School Days = 2

		JULY '14						
		S	M	T	W	Th	F	S
				1	2	3	4	
5		5	6	7	8	9	10	11
12		12	13	14	15	16	17	18
19		19	20	21	22	23	24	25
26		26	27	28	29	30	31	

Total Student Days 172

Teacher Work Days 2

Teacher In-Service Days 8

Parent/Teacher Conf. 2

DISTRICT BUILDINGS AND ADMINISTRATION

WWW.MPLSD.ORG

HIGH SCHOOL (GRADES 9-12)

Matt Unger, Principal
800 Linson Rd.
London, Ohio 43140
Phone: (740) 852-0364
Fax: (740) 852-3046

INTERMEDIATE (GRADES 4-6)

Lori Carnevale, Principal
9940 St. Rt. 38 SW
London, Ohio 43140
Phone: (740) 490-0610
(740) 490-0611
Fax: (740) 490-0612

JUNIOR HIGH (GRADES 7-8)

Kimberly LeGault, Principal
803 Linson Rd.
London, Ohio 43140
Phone: (740) 852-1707
Fax: (740) 852-6351

ELEMENTARY (PREK-3)

Jeffrey S. Beane, Principal
47 Linson Rd.
London, Ohio 43140
Phone: (740) 490-0654
(740) 490-0655
Fax: (740) 490-0656

ADMINISTRATIVE OFFICES

55 Linson Rd.
London, Ohio 43140
Phone: (740) 852-0290
(740) 852-3712
(888) 740-4288 (Toll Free)
Fax: (740) 852-5895

STUDENT SERVICES

(SPECIAL ED, GIFTED, ESL)
Patricia Passwaters, Director
55 Linson Rd.
London, Ohio 43140
Phone: (740) 852-3223
Fax: (740) 852-1256

CENTRAL OFFICE ADMINISTRATION

Tim Dettwiller, Superintendent
Todd Mustain, Treasurer/CFO
Patricia Passwaters, Special Education Director
Karen Grigsby, Curriculum Director
Larry Kimbler, Maintenance Supervisor
Joe Penney, District Technology Director
Teresa Brandt, Payroll Clerk
Marcia Kirt, Accounting/Cafeteria Clerk
Sara Kirt, Accounting/EMIS
Vicki Blosser, Administrative Secretary
Julane Walker, Administrative Secretary

BOARD OF EDUCATION

Kelly Cooley, President
Mike Datz, Vice President
Bob Butz, Member
Dave Hunter, Member
Ken Morlock, Member

SECTION I - GENERAL RULES, POLICIES & PROCEDURES

Student School Day:

Grades K-12..... 7:50 a.m. – 3:10p.m.

1- hour delay – start time will be 8:50 a.m. – **Breakfast WILL NOT be served on these days.**

2- hour delay - start time will be 9:50 a.m. – **Breakfast WILL NOT be served on these days.**

Classes will be dismissed at the regular time.

School Delays and Closings:

In the event of inclement weather, hazardous road conditions or mechanical failure in the district, school may be delayed by 1 to 2 hours and/or closed or an early release initiated. School closings, delays and early releases will be announced over the following radio and TV stations:

WSYX (88.6), WCHO (1250 AM), WNCI (97.9 FM), WCMH-Channel 4, SWYX-Channel 6, and WBNS-Channel 10. An automated call through One Call Now will also be initiated for closings, delays and other important information. **Please make sure your contact information is updated throughout the school year.** Parents should have an alternate plan for emergency early dismissals.

Visitation Procedure:

If you wish to visit a school building or a particular classroom, contact the office for arrangements. All visitors must sign-in at the office upon arrival and will be given an identification badge.

Parent Forms/Information:

The following are forms distributed at the beginning of each year to be completed by parents. Forms may vary per building and grade. **Report any change of address or phone number to the school office promptly.**

Registration/Emergency Medical Form

Student Transportation Form

Health Information Form

Emergency Dismissal Form

Free and Reduced Lunch Form – to be completed if applicable

Student Insurance Letter – to be completed if student is in need of insurance

Student/Parent Handbook Acknowledgement

Student Technology Agreement

Student Fees/Charges:

Grades K-8 – consumable fee - \$45.00/student/year (Board Policy/Refunds)

Grades 9-12 –consumable fee - \$55.00/student/year (Board Policy/Refunds)

All unpaid fees and charges regardless of being cumulative over several years or present school year, must be paid in order to obtain grade cards, transcripts, diplomas and progress book access. A payment plan may be arranged with your child's school office.

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for the student have been paid in full, except where required by state law. Participation in extra-curricular field trips will not be permitted unless payment or arrangement for payment is on record at the child's school office. A student will be prohibited from participating in commencement exercises unless payment has been received.

Collection Process:

1. The child's principal will advise parents/guardians of fees due at the beginning of the school year.
2. The first week of October, the principal will send notification with an invoice to parents/guardians of students with outstanding fees and fines.

- A payment schedule may be arranged at the building level with full payment to be received by May 1.

Lunch and Lunch Charges:

The cost of the standard Class A lunch as defined by law is as follows:

<i>Building</i>	<i>Breakfast</i>	<i>Reduced Breakfast</i>	<i>Student Lunch</i>	<i>Reduced Lunch</i>	<i>Adult Lunch</i>	<i>Milk</i>
Elementary & Intermediate	\$1.00	\$0.30	\$2.50	\$0.40	\$3.50	\$0.50
Junior High & High School	\$1.35	\$0.30	\$2.75	\$0.40	\$3.50	\$0.50

Madison-Plains Local Schools utilizes a computerized debit system called Point-of-Sale. This system allows advance deposits in the form of cash or check to your child’s lunch account. Payment by credit card can be made by visiting our website at www.mpls.org, click “About Us”. Use the quick link to register on “EZPay” for online payments. Online payments are available within 24-48 hours. Sign up to receive e-mail alerts for low balances to keep apprised of your student’s account. Please note this system is confidential and will only allow your child access to his or her account by way of PIN number and digital image. There is no limit on the amount of deposit into a debit account.

Our charge policy sets a limit of three meal charges. When meal accounts dip into negative balances, students are given an alternative meal of peanut butter or cheese sandwich, fruit and milk. This is not a punitive measure but rather an economic, fiscally responsible measure.

Articles Prohibited At School:

Prohibited items will be taken from students and returned only to the parent at the discretion of the administrator in charge. These items include, but are not limited to: guns, knives (of any type or length), water pistols, razor blades, chains, radios, beepers, laser pens, tape recorders, video games, fireworks, stink bombs, cigarette lighters, pepper spray, playing cards, etc. Refer to the Technology Privacy and Acceptable Use Policy (Section V) for electronic devices. Appropriate disciplinary action will be taken in each case.

Lockers (Intermediate, JH and HS):

A locker will be assigned to each student. Locker inspections may occur at any time by school administration and staff. The district has the right to search lockers and their contents. Students should use good judgment about bringing valuables to school. We are not responsible for missing items. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. Students may place a combination lock on their locker at the building discretion. The combination must be turned into the office. Locks are recommended for gym lockers.

Vandalism/Property Care:

Students who vandalize school property, including but not limited to school buildings, property, buses, school equipment (including textbooks, musical instruments, etc.) will be subject to disciplinary actions (suspension and possible expulsion) and monetary restitution. Parental liability limits are set at \$10,000 for acts of willful destruction of property by their children (HB 601).

NOTE: Grades, awards, progress reports, access/report cards, transcripts and/or permanent records may be held until such assessments are paid in full.

Library Facilities:

The district provides library facilities to help meet student needs. Students may visit the building library for purposes of research, checking out books and other instruction. Students will be financially responsible for lost or damaged library books.

Lost And Found:

Please mark jackets, coats, book bags, and other personal items with your child's name. Lost items may be reclaimed if marked. Lost and found items will be disposed of periodically throughout the school year. Articles of clothing are given to charitable organizations or other students deemed needy by the Guidance Counselor or Administration.

Health:

School personnel are not permitted to dispense any medication – including aspirin – without the express written consent of parents and/or a physician.

Although immunizations are compulsory, the parents or legal guardian may file a State of Objection with the school Principal at the time of enrollment. This notice shall be done by writing on a form furnished by the school. The form requires parents or a guardian to state the objection(s) and reason(s). The form will then be forwarded onto the school nurse for review. You will be contacted by the nurse after consideration is given in this matter. Immunizations per Ohio School Immunization Laws (Sections 3313.67 & 3313.671):

Vaccines	Doses	Grades/Ages
DTap/DTP	5 doses	K-12
Tdap	1 dose	After the age of 10 for grades 7, 8,9
Polio (OPV-IPV)	4 doses	K-12
MMR (Mumps, measles, rubella)	2 doses	K-12
Hepatitis B	3 doses	K-12
Varicella	2 doses	Grades K-2
	1 dose	Grades 3-6
Physical Examination	N/A	All new students K-1, in accordance with the Madison-Plains Board of Education Policy.

- A nurse is available to the buildings on a rotating basis.
- The nurse assists with health classes, providing information on sexually transmitted diseases, sexual abstinence, hygiene, growth and development and hand-washing.
- Screenings provided – vision, hearing, blood pressure and scoliosis.
- An immunization update is offered to seniors in the spring.
- All accidents, injuries, illnesses must be reported to the office.
- Students suffering from any contagious disease or condition will be sent home. Communicable Diseases and Conditions may be diagnosed and treated by a physician. Some conditions may be treated at home. Contact your physician or pharmacist for the recommended treatment medication.
Impetigo: Impetigo is a contagious skin infection and can be spread to various parts of the body and to other susceptible people.
Scabies: Skin rash commonly found on finger webs, inside of wrists and elbows. It is difficult to see until 4-6 weeks after exposure. Individual will experience severe itching, especially at night and rash appears.
Head Lice: Parasitic insects found on the human head. Head lice are most often found on the scalp behind the ears and near the neckline at the back of the neck. The lice hold onto the hair with hook-like claws at the end of each of their six legs.

Students should not return to school until they are no longer contagious. Do not send student to school if condition is recognized outside of school.

PROCEDURES FOR THE SAFETY OF STUDENTS WITH FOOD ALLERGIES

The Madison-Plains Local School District recognizes that food allergies can be life threatening.

Parents are required to:

1. Notify the district of your child's allergies prior to the opening of school (or as soon as a diagnosis is made)
2. Provide the district with a detailed script from the child's physician
3. Complete the District Allergic Reaction/Anaphylaxis Health Care Plan form or equivalent document

School nurse is required to:

1. Coordinate the overall program for preventing and treating allergic reactions
2. Educate staff at the beginning of each year with respect to recognition of signs and symptoms and treatment of reactions
3. Provide staff with up-to-date allergy list

Teachers are required to:

1. Follow the district procedure for maintaining a safe classroom environment for the food allergic child
2. Know which students in their classroom have a food allergy and adhere to the child's emergency medical plan
3. Provide parents with the approved safe food list while planning for each event relating to food

If a student has serious food allergies, the following procedures are to be implemented and followed:

1. Develop a Plan

- a. The building principal, teacher(s), school nurse, and parents of the food-allergic child shall develop a plan for dealing with the child's food allergies based on the district guidelines

2. District Guidelines

- a. Keep allergy-producing snacks out of the classroom by adhering to the approved safe food list
- b. Any person bringing a snack for the class must adhere to the safe food list that will be distributed to every child in the classroom, the teacher will not dispense any snacks that are not on the approved list of safe foods. Parents will be required to pick up inappropriate snacks
- c. The teacher will not do classroom projects that involve nuts (like bird feeders or art projects)
- d. For class activities that require food, the teacher will make sure parents provide food from the "Safe Food List"
- e. Hand washing will be expected
- f. Students will be directed to not trade snacks, lunches, and utensils
- g. Parents will be notified in writing that a child has a food allergy in the classroom. The letter will also state that if their child ate any food containing nuts for breakfast, they are to make sure that his/her hands are washed with soap and water before leaving for school. Water alone does not eliminate contamination
- h. Students will wash hands after eating lunch to avoid cross-contamination

Open Enrollment (Inter-District – Board Policy JECBB):

The Board permits any student from any other district in the state to apply and enroll in the District schools free of any tuition obligation, provided that all procedures as outlined in the administrative regulations are met. Requirements include:

1. Application procedures, including deadlines for application and notification to students of acceptance or rejection and the superintendents of other districts whenever another district's student's application is approved;
2. Procedures for admission;
3. District capacity limits by grade level, school building and educational program are determined;
4. Resident students and previously enrolled District students have preference over first-time applicants;
5. No requirements of academic, athletic, artistic or any other skill or proficiency;
6. No limitations on admitting students with disabilities, unless services required in an Individualized Education Program are not available in the District;
7. No requirement that the student be proficient in the English language;
8. No rejection of any applying student because the student has been subject to disciplinary proceedings, except an applicant who has been suspended or expelled by another district for 10 consecutive days or more in the term for which admission is sought or in the term immediately preceding the term for which admission is sought and
9. Procedures to ensure maintenance of an appropriate racial balance in the District's schools.
10. Inter-district Open enrollment applications will be accepted through the last day of June.
11. The Superintendent may, by mutual agreement, waive the stated enrollment deadline up to the last business day of September if space is still available and should extenuating circumstances exist.

The District cannot refuse to accept the credits earned by students who have participated in interdistrict open enrollment. The Board will not adopt a policy that discourages resident students from participating in interdistrict open enrollment.

Students in grades 9-12 are ineligible for athletics for the first 50% of the maximum allowable regular season contests in the sports the student participated in during the 12 months immediately preceding the transfer, until the one-year anniversary date of enrollment in the school the student transferred to. Exceptions to the ineligibility provisions are outlined in the Ohio High School Athletic Association Bylaws.

Harassment/Initiations/Hazing/Bullying:

Includes Multimedia/Cyber-Bullying/Texting/Sexting

It is the policy of the Madison-Plains Local School District that any initiation/hazing activities of any type, which are inconsistent with the educational process, are prohibited at all times. Harassment/initiation/hazing/bullying means doing an act of coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition.

No student may harass, bully or participate in the hazing of any other student, staff faculty member, or any person associated with Madison-Plains Local Schools on the basis of handicap, gender, race, color, creed, age, religion, national origin, or any difference of ideology. This rule applies to harassment in any form (i.e., physical, written or verbal). Any form of discrimination including symbols that either promote one race or are designed to offend or discredit any group or individual and cause a repeated disruption between individuals or groups are prohibited from school property. This includes racially inflammatory clothing, banners, signs or symbols of any kind.

Administrators, teacher and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

Discrimination Information:

Federal law requires that all school districts guarantee no person (student or staff member) be excluded from participation in or be subjected to discrimination in any educational program on the basis of race, color, national origin, sex, or handicap.

Student Alleged Discrimination Grievance Procedures:

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Madison-Plains Local School District's staff, teachers or administrators have inadequately applied the principals and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender) and Section 504 of the Rehabilitation Act of 1973 (disability), he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the teacher or supervisory level. An informal grievance with the above mention does not require parents/guardians to be present.

Should a person have a question or a complaint, he/she has assurance that it shall receive an answer within the earliest possible time frame and that all correspondence will be kept confidential. The Special Education Director is the coordinator for Title VI and Title IX issues.

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

- Step I** The student should always talk with the teacher as a first step to obtain satisfactory clarification.
- Step II** If the question or complaint is not satisfactorily resolved, the student should present a formal question or complaint in writing to the Grievance Officer/Director. The student will then receive a written response within five school days.

- Step III** Should the student be dissatisfied with the decision rendered, an appeal may be addressed to the Superintendent not later than ten days following the decision. The Superintendent will respond within ten school days.
- Step IV** Should the student not be satisfied with the Superintendent's decision, a formal appeal may be made in writing to the Board of Education within ten school days. The issue will then be placed on the agenda of the next board meeting.
- Step V** If not resolved at Step IV, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816. (Complaints may be filed at any time at the office for Civil Rights).

NOTE: Parents/guardians do not have to be present at the informal complaint meeting with the Director/Principal/Supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process. There will be no data placed in the student's file unless requested by the student. A complaint may be withdrawn at any time without prejudice or record.

Public Awareness:

For school age students, a disability means a student has been identified as having one or more of the following conditions: autism, developmental handicap, hearing handicap, multi-handicap, orthopedic and/or other health handicap, severed behavior handicap, speech and language handicap, specific learning disability, traumatic brain injury, and/or visual handicap.

Madison-Plains Local Schools offer:

- a. Evaluation for all children with disabilities birth through age 21; and
- b. Education for all children with disabilities three through age 21.

Once we are notified:

- a. The child's parent(s) are contacted and notified of their rights as required by the Individuals with Disabilities Education Act, the Ohio Revised Code and the State Board of Education Rules for the Education of Handicapped Children; and
- b. Arrangements are made to evaluate the child in cooperation with the parent(s).

Drug Testing Program (7-12):

Students' in grades 7-12 that would like to participate in the extra or co-curricular activities must participate in the **mandatory** drug testing program. Extra-curricular activities are those activities that a student may participate in that occur outside of the school day. Co-curricular activities are those activities that could occur outside of the school hours, but has a grade associated with the activity. Drug testing guidelines may be found on our website at www.mplsd.org or in each building office.

Driving Privileges (High School Students):

Student use of cars is a privilege, not a right. It is also considered a co-curricular activity. As such, students who drive to school must meet all co-curricular activity guidelines as related to grade point average and minimum number of credits earned each nine week grading period. Students must also pass a drug test per co-curricular guidelines. Students who drive to school will need to register their vehicles (including Tolles and PSEO students). A current driving permit must be displayed. A registration fee of \$5.00 is required. The application may be obtained in the HS office.

Violations of parking regulations may result in suspension or permanent denial of driving privileges. If driving privileges are suspended, parking fees will not be refunded.

The following regulations apply to parking and driving on school property:

1. Seniors will have first privilege, then juniors followed by sophomores. Freshman will be allowed to drive with special permission from the principal.
2. MP students must use the south parking lot. Tolles students must have a parking pass and should park at the west end of the front parking lot at the front of school property. PSEO students and students that are tardy may be asked to park at the west lot.

3. Students will observe posted speed limits.
4. Students are not to be in the parking lot during the day without permission from a teacher or administrator.
5. Illegally or improperly parked vehicles or those without a parking permit clearly displayed on the rear-view mirror may be towed at the owner's expense.
6. Attendance (tardiness) problems may result in the cancellation of driving privileges.
7. Vehicles parked on the Board of Education property may be searched at any time by the administration with assistance by local law enforcement officers. Recent changes in law allow civil authorities to take over a search at the request of school authorities if the search is initiated by school authorities.
8. Students must be drug tested in order to obtain a parking permit.

Dress Code:

*If there is a question as to whether or not something is acceptable to wear, **then don't wear it.***

The following dress code applies to all school related activities such as the normal school day, field trips, banquets, meetings, etc.

1. Clothing must be neat, clean and in good condition.
2. Shirts and blouses must cover the mid-section and shoulders. Excessively tight clothing is prohibited. Open mesh material is not permissible. Sleeves must be sewn, not ripped, torn or cut out. Spaghetti straps, halter tops and strapless shirts are not permitted. All shirts must cover the shoulder and have a minimum strap width of at least 3".
3. With the exception of Physical Education classes and after school activities, shorts, skirts and dresses are permitted as long as they are of reasonable length and appearance (no short shorts, and no cut offs). Shorts, skirts and dresses must be no shorter than 3" above the knee cap. Leggings may be worn but the skirt, skort or dress must meet the length requirement. Sundresses with thin straps or backless dresses are **not** permitted. Clothing must not be skin tight or reveal cleavage.
4. Pants must be worn on the hip with no undergarment showing. Pants may not have holes 3" above the knee cap unless something is worn underneath the holes.
5. Head coverings such as hoodies (sweatshirts), other hoodies, bandanas, hats, sweatbands, etc. may not be worn on the head during the school day, unless required by religious belief.
6. V-neck shirts or low cut shirts must be worn with an undergarment (cami, tank, etc.).
7. No sunglasses may be worn, including on top of the head, during the school day.

Any dress or grooming that interferes with the cleanliness, health, welfare or safety of the students, or that disrupts the educational process by being distracting, indecent or inappropriate, is expressly prohibited. Violation of these standards may result in dismissal from class or school until the violation is corrected. **The school administration is the final determiner of acceptable wear.**

Passes (HS and JH):

Passes must be obtained by students who wish to be in another class/area other than their assigned class. Students in the hallways without a pass may be assigned Wednesday School, Saturday School or In-School Restriction (ISR).

Drills:

Fire: The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law on a monthly basis.

Tornado: The tornado drill signal is a broadcast over the public address system or a whistle. Tornado drills are required by law during the months of March, April and May. Tornado drill signs indicating where to report are posted in each classroom.

Lockdowns: Lockdowns are conducted each semester of the school year.

Stay Put: Stay put drills are conducted each semester of the school year.

DANCES (All Buildings):

Dances are considered a co-curricular activity and require students to pass a drug test (grades 7-12). Students outside of Madison-Plains may attend a dance upon Administrative approval. Guests must be pre-registered with the office and approved by the principal. Students who leave a dance will not be readmitted. Students may also be requested to follow a dress code for dances.

Pets/Animals:

No pets of any kind are permitted at school without the permission of the building administrator. No animals/pets are permitted on the buses.

Extra-Curricular Activities:

Extra-curricular organizations and activities occur outside of the school day. This includes, but is not limited to, athletics, dances, and student organizations. In order for students in grades 7-12 to participate, they must participate in the drug testing program.

Student participation may be limited if the student has been suspended from school or any other activity or has been involved in legal proceedings with a juvenile or adult court system where they are charged or being charged.

To maintain extra-curricular eligibility, a student must maintain a grade point average (GPA) of 1.5 and no more than one F. Eligibility will be determined by previous nine week grading period.

To maintain extra-curricular eligibility in grades 7-8, a student must pass at least five academic courses the previous nine week grading period.

Student athletes must meet Ohio High School Athletic Association Guidelines.

SECTION II - ATTENDANCE

Ohio law requires that all students enrolled in a school program up to age eighteen must attend regularly. Regular school attendance is critical for a student to receive the full benefit of the educational program. Students who are absent beyond a reasonable number of days may be required, by the district attendance officer or the building principal, to present a doctor's excuse for the absences.

Habitual Truancy:

Is defined as any student who is absent without a legitimate excuse for five or more consecutive school days, seven or more in one month, or 12 or more in a school year. Upon any of these occurrences, the child will be considered truant and will be subject to court appearances.

Pick-Up Of Student/Early Release:

Students leaving a building during the school day should provide a note to the school office the morning of an early release. The note should include the date, time and phone number, reason for early dismissal and if someone other than persons listed on the Registration and Emergency Medical Form will be picking them up. Parents must sign out students attending the Elementary, Intermediate and Junior High buildings. Students who drive should provide a note from the parent granting permission to leave school early. Leaving school without permission and/or not properly signing out constitutes an unexcused absence – it is truancy.

Absence Procedure:

Due to federal and state statutes regarding missing children, parents/guardians have a legal responsibility to **call the school each day the student is absent by 9:00 am**. Parent(s)/guardian(s) who fail to make the call will be contacted by the automated One Call Now system, at home or work, to verify the absence of their child. It is not necessary to report the nature of the absence when you call the school. A follow-up note, written by the parent/guardian, or a doctor's excuse must be submitted by the student within five (5) days of the absence or the absence will become a permanent unexcused absence. The note must include:

1. First and last name of student.
2. Date(s) of absence.
3. Reason(s) for absence.
4. First and last name of parent/guardian.
5. Phone number of the parent/guardian.

Failure to present an excuse will constitute an unexcused absence.

Tardy = Students arriving **after 7:50 am**
Half (½) day absence = Students arriving **after 9:00 am;** and
Students **leaving before 2:30 pm**

Tardiness Guidelines (HS and JH):

Tardy students must report to the office for an admit slip before reporting to class. If a student is tardy more than twice each semester, the following sequence of consequences will occur as determined by the administrator in charge for unexcused tardies:

1. Third, fourth and fifth tardy – lunch detention. Failure to serve lunch detention will result in a one day In-School Restriction
2. Sixth and seventh tardy –Wednesday School or Saturday School. Failure to serve Wednesday School or Saturday School will result in a one day of In-school Restriction (ISR),
3. Eight or more tardies - possible loss of driving privileges, Saturday school or possible court referrals.

Excused Absences:

Notes, written by parent/guardian only, must be brought to school within five (5) days of the absence or the absence will become a permanent unexcused absence. In accordance with ORC 3321.04, a student may be legally absent from or tardy to school or classes for the following reasons:

1. Personal illness
2. Illness in the family
3. Death of a relative
4. Quarantine of the home
5. Observance of religious holidays
6. Attendance at school-related events
7. Family emergency
8. Pre-planned absences
9. Other set of circumstances which, in judgment of the administration or attendance officer, constitutes good and sufficient cause for absence from school, including, but not limited to: house fire, tornado damage, basement flooding, take your child to work, etc.

Absence Notification Process:

1. After five (5) days of absences, **the building principal** will contact, in writing, the student's parent(s)/guardian(s) and:
 - a. Inform them as to the current attendance accompanied by an absence/tardiness report.
 - b. Inform them that the student has an attendance problem and that corrective measures need to be taken. Failing that, the matter will be presented to the local juvenile court.
 - c. Inform them of the possible consequences upon failure to compel the child to attend school (consequences contained in the "Truancy Warning Notice"), until the student is eighteen or the superintendent of the school district informs the Registrar of the student's regular attendance.
2. After seven (7) days of unexcused absences, the school's principal/designee will contact the district attendance officer.
3. Further unexcused absences will result in a formal complaint filed with the Madison County Prosecutor.
4. When a student has missed a total of ten (10) days of excused and/or unexcused absences or a combination thereof, the building principal, after investigation of the student's attendance record, shall make a recommendation concerning the loss of course credits. The principal may issue an incomplete (I), for lost time until the student has made up the time. (See Attendance Probation).
5. When a student has a total of twenty (20) unexcused days, that student may be recommended for expulsion.

Definitions:

- Five (5) Consecutive days, 7 in a month or 12 in a year is Habitual Truancy.
- Seven (7) consecutive, 10 in a month or 15 in a year is Chronic Truancy.
Habitual Truant O.R. C. § 2151.022 (B)
 - Filed as: an Unruly Child charge.
 - Defined as: any child who is absent from school without a legitimate excuse for five (5) or more consecutive school days, seven (7) or more days in one school month, or twelve (12) or more days in a school year.
- Repeat Habitual Truant O.R. C. § 2152.02 (F)(4)
 - Filed as: Delinquent Child charge.
 - Defined as: previously adjudicated Habitual Truant.
- Chronic Truant O. R. C. § 2152.02 (F)(5)
 - Filed as: Delinquent Child charge.
 - Defined as: any child who is absent from school without a legitimate excuse for seven (7) or more consecutive school days, ten (10) or more days in one school month, or fifteen (15) or more days in a school year.

Days absent must be listed as UNEXCUSED in DASL.

Attendance Probation:

Students who have accumulated ten (10) days of absence will be placed on attendance probation. These total days include parental excused absences as well as pre-arranged vacation days and unexcused absences. Any further absences incurred after a student attains attendance probation status will require a medical excuse or approval from the principal or his/her designee. The medical excuse must be filed with the office the day the student returns to school. Parents will be notified by mail when a student is placed on attendance probation. The school district Attendance Officer will be notified when a student is placed on attendance probation.

License Suspension:

ORC 3321.13(B)(1) provides that when a student under the age of eighteen does not attend school, the Board of Education, within two weeks, must report this fact to the Registrar of Motor Vehicles and to the local juvenile judge. The Registrar must then suspend the driver's license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny the application for same. The suspension or denial will remain in effect until the student is eighteen or until the superintendent informs the registrar of the student's regular attendance.

College Visitation Days:

Seniors are permitted to visit a college, tech school, or other post-secondary training school. Students will make arrangements for such visits through the guidance office. Two visits are permitted. Other visits may require the use of vacation days.

Juniors are permitted one college visit per school year, additional visitation days may be approved by the principal.

College visitation request procedure:

1. Student must not be failing any course.
2. Student must not have more than ten absences.
3. Request a visitation form from the high school office. The form must be approved by each teacher.
4. Turn in the visitation form containing name, college visiting and date attending to school secretary.
5. Students must make up all work missed as teachers direct.
6. Upon return to school, the student will give the form, signed by the college, to the school secretary. Failure to do so will constitute an unexcused absence.

Future/Pre-Planned Absence from School:

Requests for future/pre-planned absences do not mean that they will be granted, therefore, plans, especially financial obligations (e.g., plane tickets) should be delayed until the request is granted. Students will be granted a maximum of five (5) future absence days from school for travel related/family vacation purposes. Students will not be granted future absences beyond five days even though the absence may be perceived as "educational". Students will not be excused for vacation during semester exams or state tests. Student's vacation days will not be excused if the absence will put them over the ten day excused limit. When a student knows he or she will be out of school, the following procedure will apply:

1. Obtain a future absence form from the attendance secretary, one week prior to the absence.
2. The form will be signed by each of the student's teacher, including the study hall monitor.
3. The form should be signed by parent/guardian or note attached.
4. Return form to the office secretary **three days** before the absence.

Approval is based upon grades and attendance as reviewed by an administrator. If the request is not granted, each day of the absence will be unexcused. If the absence is excused, all work must be turned in on the first day back to school. Tests must be made up within three days of returning to school or at teacher discretion. The times to make up tests will be determined by the teacher(s) and may include study hall and before and after school sessions.

School Work Make-Up:

Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. **It is the student's responsibility to ask for missed work.** Reports and projects assigned before the absence are due upon return. Make-up work submitted may not be for full credit. If the student is ill, requests for student work may be made by calling the school secretary.

Athletic Requirement:

A student athlete must be in attendance the full day of and the full day following an athletic contest in order to participate. In the event of a medical emergency exceptions may be made by the building principal upon receipt of a verified medical excuse signed by a physician.

SECTION III - ACADEMIC INFORMATION

Academic Honesty:

Academic dishonesty is any work copied or taken in part or in whole from another source and submitted as the student's own for the benefit of a grade. Students who cheat or voluntarily allow another student to cheat will receive an "F" grade for each incident. Students who cheat will be reported to the administration and their actions are recorded in an academic misconduct report which is shared with all the teachers and may be subject to disciplinary action.

Grade Cards:

Grade Cards are issued per the school calendar are available electronically through Progress Book. You may obtain login and password information from your school secretary.

Grading Scale:

100-90	A-Passing (4 points)
89-80	B-Passing (3 points)
79-70	C-Passing (2 points)
69-60	D-Intervention Mandated (1 point)
59-below	F-Intervention Mandated (0 points)

No grades will reflect a plus (+) or minus (-) notation:

Any average .5 or above will be rounded up. (Example: 89.5 = A; 89.65 = A; 89.43 = B)

Grading Guidelines - Elementary/Intermediate:

The decision to promote a student in a particular grade will be made as to the following and by the discretion of the principal and teacher.

Subject	Grades K-1	Grade 2	Grades 3-6
Reading	4, 3, 2, 1	A, B, C, D, F	A, B, C, D, F
Language Arts	4, 3, 2, 1	A, B, C, D, F	A, B, C, D, F
Math	4, 3, 2, 1	A, B, C, D, F	A, B, C, D, F
Science	Y, N	S, U	A, B, C, D, F
Social Studies	Y, N	S, U	A, B, C, D, F
Art	O, S, N	O, S, N	O, S, N
Music	O, S, N	O, S, N	O, S, N
Band			A, B, C, D, F (Grade 6 only)
Physical Education	O, S, N	O, S, N	O, S, N

4 = Extending (Grading Scale K-1/ Standards Performance Levels Grades 2-3), passing grade

3 = Achieving (Grading Scale K-1/ Standards Performance Levels Grades 2-3), passing grade

2 = Developing (Grading Scale K-1/ Standards Performance Levels Grades 2-3), passing grade

1 = Beginning (Grading Scale K-1/ Standards Performance Levels Grades 2-3)

+ = Achieving (Standards Performance Levels Grades 4-6)

✓ = Progressing (Standards Performance Levels Grades 4-6)

- = Limited Progress (Standards Performance Levels Grades 4-6)

S, A, B, C, D are required to pass to the next grade level

O = Outstanding

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Promotion and Retention of Student K-8:

1. A student receiving passing grades, “D” or above, in reading, social studies, mathematics, science and English is promoted.
2. A student having failing grades in Reading, Mathematics, and English at the end of each year is evaluated by the teachers, guidance counselors, and principal for placement.
3. Promotion of student may be a “conditional placement” based on the child’s performance in academics and personal factors.
4. A student having failing grades may be assigned to the next higher grade at the discretion and approval of the principal.
5. Any student who is truant for more than 10% (17 days) of the required attendance days of the current school year and has failed two (2) of more of the required curriculum subject areas in the current grade is retained, unless the student’s principal and the teacher of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.
6. Retention of Kindergartners and first grade students will be based upon collection of student work, individual assessments, and observations made by the classroom teacher, intervention specialist, and building principal. Students receiving 1s and 2s will be considered for retention.

Parental/Guardian Promotion Appeals (K-12):

- A. Parents/Guardians are asked to contact the student’s teacher(s) and request a conference concerning their child’s academic success and/or failure status.
 - B. Parents/Guardians may ask to meet with the Intervention Team to discuss their child’s intervention and progress.
 - C. Parents/Guardians, if still dissatisfied after meeting with the teachers and Intervention Team, are asked to contact the Principal for a conference concerning their child’s academic progress.
 - D. Parents/Guardians, if dissatisfied after meeting with the principal, are asked to contact the superintendent for a conference concerning their child’s academic progress.
 - E. The superintendent or his designee shall determine the assignment of student placement (ORC 3301.07).
 - F. Parents/Guardians may appeal to the Madison-Plains Board of Education.
- *Evidence of each step, A-F, must be documented.

Parent-Teacher Conferences (K-12):

Parent-teacher conference days are scheduled by the district calendar and are generally held during the fall and spring. Parents are encouraged to attend these conferences as well as any time during the school year as deemed necessary. To schedule a parent/teacher conference use the on-line Conference Scheduler or contact your child’s school office.

Honor/Merit Roll (K-12):

The honor and merit rolls are published on a quarterly basis. Student must not have received an “F”, “D”, “I” or “U”.

	Grades 7-12	Grades 2-6
Honor Roll	GPA of 3.5 and higher	All As and Bs
Merit Roll	GPA of 3.0 to 3.49	N/A

Intervention (K-12):

A student may be entered into a Response to Intervention (RTI) Program if the student has:

- A. Unsatisfactory, or failing grades or is working below grade level and received interventions by the classroom teacher that have not been successful. The RTI process is guided by the building Principal. This team along with the classroom teacher will use scientifically researched based interventions to help the students become academically successful.

- B. Whenever a student is at risk, intervention should take place immediately. Communication between the teacher and the parents/guardians will play a key part of the intervention process. The teacher will continue to monitor the intervention progress, by documenting the student’s success to any intervention that may have to be used.
- C. If the student is not successful with any intervention that the teacher has used, then the teacher will begin the RTI process. The teacher must present documented evidence of interventions that have been implemented and be able to identify a problem or problem areas for further interventions. At this meeting, the team will look at the root of the problem for the student’s lack of success and develop a plan to put into action.
- D. Once the plan is put into action, the teacher keeps the documentation of the student’s progress. If intervention is unsuccessful, the RTI Team will meet with the parents. However, if the student is successful with the interventions, then the teacher(s) will use those interventions throughout the course of the student’s education until those interventions are no longer successful.

High School Academics:

Class Status:

Sophomore	5 credits and pass English, Math Science and Social Studies
Junior	10 credits and pass English, Math, Science and Social Studies
Senior	15 credits and pass English, Math, Science and Social Studies
Graduation.....	22 credits

All assigned work must be completed or you may not receive course credit.

Assignment Hall:

Each week on Friday, Madison-Plains will generate a list of students who have less than a B average and missing assignments for each of our classes. If the students do not complete the missing work by the assigned deadline, they will have to report to Tuesday Assignment Hall. Assignment Hall meets on Tuesday’s between 3:30 pm and 5:30 pm. Students who complete missing work during Assignment Hall will lose no more than 30% of the grade on the assignment. Students who fail to attend will receive an F for the missing assignments.

National Honor Society:

The National Honor Society (NHS) embraces a high standard of scholarship, leadership, service, and character. The basic rules of membership are established at the national level. In order to be eligible for NHS, a student must have completed at least 3 semesters of school and obtained a cumulative GPA of at least 3.5. It will be the student’s responsibility to demonstrate that they possess the character and standards of the NHS. Students with the qualifying GPA will be given an application packet to be returned on or before the specific due date established each year. A committee of at least five teachers will evaluate the student’s application and determine if the student meets the standards involved. Once a student is accepted into the NHS, they will be required to maintain the minimum requirements for acceptance into the Madison-Plains NHS, or they may be removed from the organization.

Post-Secondary Enrollment Options Program (PSEOP):

If a student is taking all course work at the post-secondary institution, all full-time students must take at least 13 to 18 hours per quarter or semester in order to maintain athletic eligibility.

It is highly recommended that you obtain a copy of Ohio’s Post-Secondary Enrollment Options Program from the State Department of Education. All students must meet the following minimum criteria in order to apply for the Post-Secondary Enrollment Option Program at Madison-Plains HS:

- 1. High School students interested in applying as a PSEOP student must attend a STATE mandated meeting in February, accompanied by a parent/guardian, to participate in the PSEO Program.
- 2. Students must possess a current cumulative grade point average of 3.0 in the subject areas they are pursuing.
- 3. Applicants must not have been assigned OSS at MPHS.

4. Students must obtain two (2) HS teacher recommendations prior to March 31.
5. If approved, students must successfully pass the college placement test.
6. Receiving a failing grade requires that the student receive no credit and must reimburse Madison-Plains School District for the cost of the course textbook and lab fees.
7. The PSEOP student must meet with the HS Counselor prior to each quarter/semester to determine appropriate course selection.
8. Students must meet graduation requirements as determined by the MP Board of Education and the Ohio Department of Education (ODE).
9. All students must take enough course work at the post-secondary institution and/or high school combined to be equivalent to at least five (5) one-credit hour courses.
10. Interested students must follow all program requirements previously passed by the MP Board of Education, and, when amended, the current updated requirements.

Work Permits:

Students, ages 14-17, who wish to work part-time or full-time during the school year are required to have a work permit (ORC 3331.02(A)). Forms for this permit may be obtained from the high school office. A work permit is issued for a specific job. Each time a student changes jobs, a new work permit is issued. In addition, a physical exam is required each year. An Age and Schooling Certificate can be issued to students who wish to terminate school to go to work. These forms may also be obtained from the high school office. Generally, these permits are issued to persons who cannot benefit from further education owing to mental incapacity or extreme hardship. The principal must be convinced that these conditions exist, or the request may be denied. The student can then appeal the decision to the district Superintendent, then the Board of Education, finally, through the local Court of Common Pleas, Juvenile Division.

Early Release Qualifying Criteria:

1. The student must be enrolled in a workforce development program.
2. The student must have senior status as determined by credit minimum.
3. The student's attendance rate must equal or exceed the average district attendance rate of 90 percent.
4. The student must have at least a 1.5 GPA for the previous grading period and not have failed more than one course. Failure to maintain this GPA will result in removal from this program.
5. The student must have passed all portions of the Ohio Graduation Tests (OGT).
6. The student must be in possession of a work permit and be currently employed.
7. The student will provide a current pay stub or time sheet every two weeks to the Program Director to remain in this program.
8. The incidence of an eighteenth birthday shall not preclude required parent/guardian signatures.
9. Tardiness, absence problems, and/or behavior concerns will result in loss of this privilege.
10. School delay days – the student is expected to be in attendance for classes that do not interfere with the work schedules.
11. Students involved in athletics will not be released until the sport is completed for the school year.

Dual Enrollment:

Students who choose to enroll in a dual enrollment course earn both high school and college credit for the same course and never leave the MPHS campus. High School faculty members are adjunct members at a participating college or university. College credits earned are transferrable to most four year schools. Students pay much lower tuition for the college credit than they would if they would take the course after they graduate from high school.

If you are interested, you must fill out the college application of the participating university or college and await acceptance. Acceptance is based on the student's grade point average (GPA), activities, and teacher recommendation. A minimum 3.0 GPA is required. A current list of available dual enrollment courses can be obtained at the HS Guidance Office.

Flexible Credit:

Madison-Plains School District recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning.

Credit flexibility shifts the focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan. The intent of credit flexibility is to meet increased expectations for high school graduation in response to globalization, technology and demographics, and to meet the demand for 21st century skills.

Students may earn high school credit by:

- Completing coursework
- Testing out or showing mastery of course content
- Pursuing an educational option and/or an individually approved option, and/or any combination of the above.

Please contact the HS Principal to complete an individually approved credit flexibility plan.

Physical Education:

Physical Education Credit/Exemption is required by state law for graduation. If a child cannot participate in gym class for 3 consecutive gym periods or more, then a written medical doctor’s excuse may be required excusing the student. In the case of physically handicapped students, a written medical doctor excuse requesting complete exclusion from participation or limited participation must be submitted to the principal. This notice shall state the reason to be completely excused from gym or state the extent the handicapped student should participate.

All students participating in physical education are required to have the appropriate clothing (gym shorts, a tee-shirt and gym shoes as required by the program). Students are expected to be in attendance, dress properly and participate in order to receive a passing grade. Gym lockers may be issued to students. Students may place a lock on the locker when storing clothes or valuables.

High School Schedule Change Policy:

It is strongly recommended that much thought and planning be given in developing a high school schedule and graduation plan by both the students and their parents beginning in the ninth grade.

Students will have five (5) school days at the beginning of the year to change year-long and semester classes. After the five (5) day period, there will be no schedule changes without the approval of the principal and instructors involved.

All classes dropped at the first interim report for the class will result in a WD/F (Withdrawn/Failed) for that class. This DOES appear on the transcript.

Reasons for changing a schedule:

1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. The student schedule conflicts with Work Force Development Program requirements for early work release.
4. A PSEOP student realizes that he/she has not met the minimum requirements of five Carnegie units of the equivalent in a university program (a class adds situation) for athletic eligibility.
5. Teacher and principal recommendation.

Classes **will not** be changed for:

1. Teacher preference.
2. Social reasons.

NOTE: All underclassmen are required to take a minimum of seven classes per grading period. After the first interim report, any requests to drop a semester course will result in a grade of “F” for that course after the first grading period. Dropping a year-long course at a semester means that the course was not complete and will result in a grade of “F”.

High School End of Course Assessment:

Students will be required to take end of course assessments in all classes which have a required End of Course Assessment created. The following will be calculated into the final grade:

Year-Long Course – 30% - subject to change based on Ohio Department of Education
Semester-Long Course – 20%

Guidance Sponsored Information Nights:

See Guidance Counselor for exact date and time:

College Information Night..... October
College Financial Planning Night..... November
Post-Secondary Enrollment Options Information Night.....February

State Testing:

Passing all portions of the Ohio Graduation Test (OGT) is a requirement for graduation for the Graduating Classes of 2015, 2016, and 2017. Students who have not passed part(s) of the test may be required to enroll in an appropriate intervention class(es) to receive intervention help. It may be determined that a student will enroll in a proficiency class instead of an elective course.

Students in the Graduation Class of 2018 and beyond are required to take State Performance-Based and End of Year Exams in English 9, English 10, Algebra I, Geometry, US History, US Government, and Physical Science. Students who have not passed part(s) of the test may be required to enroll in an appropriate intervention class(es) to receive intervention help. It may be determined that a student will enroll in a proficiency class instead of an elective course.

Student Tests/Testing Dates:

Test	Test Date	Grade
Ohio Achievement Assessment (OAA) Tests		3
Reading Achievement (Fall)	October 6-10, 2014	
Reading Achievement (Spring)	April 20 – May 1, 2014	
Math and English Language Arts		3-8 and High School
Performance-Based Assessment	February 16 – March 20, 2015	
End of Course Exam	April 13 – May 15, 2015	
Science		5, 8 and High School
Performance-Based Assessment	March 2 - 13, 2015	
End of Course Exam	May 4 – 15, 2015	
Social Studies		4, 6, and High School
Performance-Based Assessment	March 2 -13, 2015	
End of Course Exam	May 4 – 15, 2015	
TerraNova Test	TBD (May)	2-8
PSAT/NMSQT	October 15, 2014	All Jr. College English and C-II-E students
ASVAB	November 19, 2014	11-12
Explore	February 3, 2015	9
PLAN	February 4, 2015	10
Practice ACT	February 5, 2015	11
Ohio Graduation Test (OGT)	October 27 – November 9, 2014 March 16-29, 2015 June 15-28, 2015	10-12 10-12 10-12
Required 1 st Semester Exams	TBD	9-12
ACT	September 13, 2014 October 25, 2014 December 13, 2014 February 7, 2015 April 18, 2015 June 13, 2015	
SAT (anticipated)	October 11, 12, 2014 November 8, 9, 2014 December 6, 7, 2014 January 24, 25, 2015 March 14, 15, 2015 May 2, 3, 2015 June 6, 7, 2015	
Advanced Placement Test	May 4-15, 2015	
2 nd Semester Exams	TBD	12
2 nd Semester Exams	TBD	

SECTION IV - GRADUATION INFORMATION

Graduation Requirements (Board Policy IKF):

The Board desires that its standards for graduation meet or exceed the minimum standards of the Ohio Department of Education as well as State law and, further, that our high school compares favorably with other high schools in the state that are recognized for excellence.

The requirements for graduation from high school are as follows.

<u>Ohio Core</u>	<u>Units</u>
English Language Arts	4
History and government..... including one-half unit of American History and one-half unit of American Government	1
Social Studies.....	2
Science..... with inquiry-based lab experience, including one unit of a life science, one unit of a physical science and one unit of an advanced science.	3
Math	4
including one unit of Algebra II or its equivalent	
Fine Arts	1
Health	½
Physical Education	½
Business Management or substitute Economic class	1*
*½ credit for Classes of 2015 and 2016; ½ credit beginning with Class of 2017	
Electives**	5
Total	22

The Ohio Core requirements for graduation also include:

1. student electives** of any one or combination of the following: foreign language, fine arts (must complete two semesters in any of grades 7-12 unless following a career-technical pathway), business, career-technical education, family and consumer sciences, technology, agricultural education or additional English language arts, math, science or social studies courses not otherwise required under the Ohio Core;
2. units earned in social studies shall be integrated with economics and financial literacy and
3. meeting all state required examination criteria.

Summer School

Summer school credits are accepted toward graduation provided that administrative approval has been given prior to registration for the course.

Educational Options

High school credit is awarded to students who successfully complete Board-approved educational options that count toward the graduation requirements and subject area requirements.

Post-Secondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under this section of the Ohio Revised Code counts toward the graduation requirements and subject area requirements of the District. If a course comparable to the course successfully completed is offered by the District, then comparable credit for the completed equivalent course is awarded. If no comparable course is offered, the District grants to the student an appropriate number of credits in a similar subject area.

Correspondence Courses

High school courses offered through correspondence courses are accepted for credit toward graduation only when they meet the following criteria.

1. Credits earned in correspondence schools directly affiliated with state universities are evaluated by the school administration for students who wish to qualify for graduation from high school.
2. Credits earned from correspondence schools not directly affiliated with an accredited college or university may not be applied toward graduation.
3. Credits earned from schools, which have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.
4. Courses must be approved by Madison-Plains Administration.

Coursework Prior to Ninth Grade

Student work successfully completed prior to the ninth grade is applied towards graduation credit if the course is taught by a teacher holding a license valid for teaching high school and is designated by the Board as meeting the high school curriculum requirements.

Physical Education Exemption

A student who, during high school, has participated in interscholastic athletics, marching band or cheerleading for at least three (3) full seasons is not required to complete any physical education courses as a condition to graduate. However, the student is required to complete one-half unit, consisting of at least 60 hours of instruction, in another course of study.

Junior Reserve Officer Training Corps (JROTC) Exemption

A student who has participated in JROTC for at least two full school years is not required to complete any physical education courses as a condition to graduate. In addition, the academic credit received from participating in JROTC may be used to satisfy the one-half unit of Physical Education and completion of another course is not necessary for graduation.

Community Service

The District offers community service education, which acquaints students with the history and importance of volunteer service and with a wide range of existing community needs. Community service opportunities may be considered an elective credit towards graduation upon approval by administration. Students are required to complete 20 hours of community service as a graduation requirement for Madison-Plains Local Schools.

Ohio Core Opt Out

The District does not offer students the ability to participate in the Ohio Core Opt Out program.

Criteria for Diploma with Honors:

Subject	Academic Diploma with Honors for Classes 2011 and Beyond	Career-Technical Diploma with Honors for Classes 2012 and Beyond
English	4 units	4 units
Mathematics	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or the equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
Science	4 units, including physics and chemistry	4 units, including two units of advanced science
Social Studies	4 units	4 units
Foreign Language	3 units (must include no less than 2 units for which credit is sought), i.e., 3 units of one language or 2 units each of two languages	N/A
Fine Arts	1 unit	N/A
Electives	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT Score [excluding scores from the writing sections]*	27 ACT / 1210 SAT	27 ACT / 1210 SAT
Additional Assessment	N/A	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent

Commencement:

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. **Graduation practice is mandatory.** Denial to participate in commencement may be exercised if personal conduct warrants.

Valedictorian/Salutatorian/Class Ranking:

Valedictorian: of each class must receive “The Diploma of College Preparatory with Honors” listed in the student handbook as designed by the State Board of Education. In order to be considered for Valedictorian, a student must have completed the following classes at Madison-Plains High School: Jr. College English, Sr. College English, Pre-calculus, Calculus, A.P. History, A.P. Government (Class 2016) and 3 years of consecutive foreign language.

Salutatorian: will automatically be the second numerically ranked student in the class. In the event of a tie for Valedictorian, the Salutatorian will be the highest numerically ranked student not tied for the number one in the class. . In order to be considered for Salutatorian, a student must have completed the following classes at Madison-Plains High School: Jr. College English, Sr. College English, Pre-calculus, Calculus, A.P. History, A.P. Government (Class 2016) and 3 years of consecutive foreign language.

Special Note: Any student participating in the Post-Secondary Enrollment Options Program (PSEOP) must carry the equivalent of a minimum of five full credits (semester or quarter system at chosen PSEOP institution) which is 13 credits of exclusively PSEO, or in combination with MPHS and other institutions. This is important to remember because a PSEO participant carrying less than five (5) credit hours or equivalent, and who has a 3.5 GPA or better, will not have that grade average counted if carrying less than the stated credit minimum.

Home schooled students entering MPHS after the first semester of the freshman year will not be considered for valedictorian/salutatorian.

Consideration for Valedictorian/Salutatorian: In order to be considered for Valedictorian/Salutatorian, the student must also take the ACT by April of the graduation year. The highest composite score will be used to break all ties. In the event two students have identical GPAs, identical composite scores on the ACT and equal high school credits earned, a tie will be declared.

Red Cross Honor Cord: Each senior making a donation three times in their senior year will be eligible to receive a special honor cord from their school in recognition of their dedication and volunteerism.

Senior Residency Rule: If a student’s family moves from the school district during the last grading period of their senior year, the student may be allowed to complete the school year with the approval of the principal and superintendent.

SECTION V - TECHNOLOGY PRIVACY AND ACCEPTABLE USE POLICY

1.0 Overview

The Madison-Plains Local School District (herein “the District”) provides technology access to students to advance educational opportunities. The District will do everything within its control to provide students with a safe, healthy learning environment. All devices, District-Owned and Personal, must follow the guidelines of this policy and the student handbook. The District reserves the right to inspect, copy, and/or delete records referenced through technological property. Technology use is a privilege and is not guaranteed for those who violate District Policies. Students are permitted to use personal technology devices at the discretion of school personnel.

2.0 General Guidelines

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, or threatening language.
2. Do not share personal account information or allow others to use your account.
3. Do not reveal personal information unless it is for educational purposes with trusted individuals/agencies.
4. Using technology resources to participate in Cyber-Bullying is not permitted. “Cyber Bully” means any threats, harassment, or intimidation of another person through the use of technology.
5. Do not violate any copyright or similar laws or regulations, including, but not limited to those of magazines, books, music, the installation or distribution of "pirated" software, or software not appropriately licensed.
6. Do not buy or sell anything through the use of technology while using or on District property.
7. Do not assume someone that sends an e-mail is giving his or her permission for you to forward or redistribute the message.
8. Access of non-educational social networking web sites during school hours is prohibited.
9. Staff shall report any actions by others that would violate the security or integrity of any technology device, networking, or messaging system to a teacher or principal immediately.
10. Students are prohibited from posting information, photographs, or inappropriate information on any website that might result in a disruption of the educational environment or District activity.
11. The district is not responsible or liable for student’s personal electronic devices.

3.0 Internet / Network Security

The District uses internet filtering/security to protect its network and prevent students, employees or other users from viewing undesirable content. This filtering software is required by law (Child Internet Protection Act) as a means to protect the District’s students. At no time is any District staff/student/visitor permitted to circumvent this software to access a denied site or service. Policies include, but are not limited to:

1. Distributing or utilizing internet “proxy” sites to circumvent District network filtering or security.
2. Installing or using unauthorized software on District-Owned equipment.
3. Using, accessing, or distributing profane or obscene material, material suggesting illegal acts and/or material advocating violence or discrimination. Special permission can be granted by the Building Principal upon special request for educational purposes.
4. Intentionally wasting limited resources such as network bandwidth, disk space, and/or consumables (e.g., Non-Educational Games, Printer Ink, etc.)
5. Utilizing any device/resource to cause technology outages or interruptions.
6. Introduction of malicious programs or devices onto the District’s Network that could cause a disruption. These include, but are not limited to, viruses, worms, trojan horses, spyware, or unauthorized network devices (Access Point/Internet Connection Sharing/Router).
7. Executing any form of network monitoring in aims of spying/intercepting data not intended for the student’s technology device.
8. Posting false or defamatory information
9. Plagiarizing information found on the internet.
10. Damaging, tampering with, or reallocating District technology property.

4.0 Email / Messaging

Student access to e-mail is a privilege with a degree of responsibility for the user. As an instructional tool, student email accounts are monitored and controlled by the District.

Policies include, but are not limited to:

1. Email must be appropriate and non-offensive.
2. Messages must not contain profanity, obscene comments or sexually explicit materials.
3. Messages must not contain racist, sexist, religious or generation derogatory content. Respect for members of the school and general community is expected and should be expressed.
4. User identity will be accurately reflected in all message traffic.
5. No virus, program, or addition will be introduced into the system which alters its operations, destroys, or damages data, or renames or relocates files.
6. No unsolicited e-mail messages, including the sending of “junk mail”, chain letters, or other advertising material to individual who did not specifically request such material (e-mail/spam).
7. 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.
8. Any form of harassment or cyber-bullying via e-mail, telephone or messaging, whether through language, frequency, or size of messages is prohibited.

5.0 Right of Access

Although the Board respects the natural desire of all persons for privacy in their personal communications, and will attempt to preserve this privacy whenever possible, the operational and security needs of the District’s computer network and messaging systems require that full access be available at all times. The District therefore reserves the right to access and inspect any computer, device or electronic media within its systems and any data information, or messages which may be contained therein. All such data, information, and messages are the property of the District. Students should have no expectation that any information on the District’s network or devices will remain private.

6.0 Consequences for Technology Violations

Penalty for infractions will be applied based upon the degree of the offense by: Teacher, Principal or Technology Coordinator

PARENT RELEASE FOR INTERNET/E-MAIL:

By signing a release form, because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users, if the user is under 18 years old) must understand that neither the school nor the district can control the content of the information available on these systems. Some of the information available is controversial and offensive. The district does not condone the use of such materials. School employees, students and parents of students must be aware that the privileges to access computers and/or on-line services will be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the Board of Education.

Parents wishing to limit their child’s use of the Internet of Messaging must send a signed letter to the Principal requesting that permission be limited by resource.

By signing a release form, the parent/guardian grants permission to the District to create and/or ask students to create accounts for certain online services. These services are posted on the Madison-Plains Website at www.mplsdsd.org/ApprovedOnlineServices.aspx

PARENT RELEASE FOR MEDIA DISTRIBUTION:

By signing a release form, the parent/guardian grants permission to the District to use the image of their child. Such unrestricted use includes the display, distribution, publication, transmission or otherwise use of photograph, images and/or video taken of students for use in materials such as newsletters and brochures, videos, and digital images such as those on Madison-Plains Local Schools website. There will be no financial compensation for recorded images.

Parents wishing to deny permission must send a signed letter to the Principal requesting that permission be denied to use their child’s image on the District’s website or new releases.

SECTION VI - BUS TRANSPORTATION GUIDELINES

Bus transportation for secondary students, by Ohio law, is a privilege, not a right. It is expected that all students behave appropriately and follow all bus guidelines. Students who violate the following bus rules are subject to disciplinary measures up to and including removal from the bus for periods of time, or permanently.

1. Students with concerns about any aspect of bus transportation must take concerns to the building administration. Students who defy, argue with, or challenge a driver will be subject to disciplinary action for insubordination. Students removed from the bus and who do not attend school will be charged unexcused absences. If those absences constitute absence limits, the district attendance officer will commence disciplinary proceedings up to and including a citation to Madison County Juvenile Court.
2. Video cameras are utilized on some Madison-Plains buses.
3. Student pick-up points may be consolidated. Students will be directed by his/her particular driver for the first five days of any school year as to the appropriate pick up area. Riders are to be at the school bus stop 5 minutes before the scheduled time and ready to board the bus when it stops; stay off the street or road, load and unload the bus in an orderly manner, ride only the assigned bus, unload at the assigned stop. If a student misses the bus, a call should be made to the school to determine whether the principal or attendance officer feels that the bus was missed for a legitimate reason.
4. Students are reminded to wait in a safe area until the bus arrives. Consult the driver, Transportation Supervisor or building Principal whenever you feel a student pick-up point may be hazardous.
5. Students riding Madison-Plains bus will be assigned to a seat. Students are expected to sit in that seat whenever he or she rides the bus, or as directed by the driver. Students will be seated until the driver signals otherwise. Upon finding any damage to the seats, students should report this to the driver immediately. Each student is responsible for his/her assigned area.
6. Students are to remain seated while the bus is moving, loading or unloading, at school or a stop. Students are to face forward in the seat keeping body and property out of aisle. Eating, drinking and chewing gum on the bus are prohibited.
7. Noise on the bus must be kept to a minimum. Students may talk quietly on the bus with the permission of the bus driver. **Absolute quiet is required at all railroad crossings.**
8. No objects or substances will be thrown out of, inside of, or at the bus. No part of the body may be outside the bus windows.
9. Student Behavior:
 - a. The school bus driver is in charge of the bus at all times and shall be responsible for order. Disorderly conduct shall be sufficient reason for refusing transportation service to any student. Verbal direction from a driver must be followed by the student. No student shall argue with or defy the instruction of a bus driver.
 - b. Whenever it becomes necessary to refuse student transportation, the school authorities shall notify the parents, in writing, with a full explanation of such action.
 - c. Students are not permitted to use offensive language, smoke, use drugs, chew gum or smokeless tobacco, spit, eat, drink or throw objects – in or out of the bus.
 - d. Public displays of affection are not permitted on the bus.
10. Students will board and depart the bus only at designated areas and at school. Whenever it is necessary to change pick-up and departure areas, the student transportation form must be updated and submitted to the school office.
11. Students are to ride only assigned buses.
12. Forbidden Cargo: Because of State Law and common sense, students are not to bring on board the bus: animals, firearms, ammunition, explosives, or other dangerous objects. Any object that cannot fit on the student's lap or his/her assigned area will not be transported. Examples: large art and shop projects, band instruments, etc.
13. Under no circumstances is any student in the Madison-Plains Local School District to display obscene gestures from the bus/van.
14. Electronic devices may be used on the school bus appropriately. The bus driver will determine any misuse of electronic devices and privileges may be denied. The school district is not responsible for lost, stolen or broken items.

15. Toys are discouraged from all buses. If a school project would make it necessary for a toy to be transported, then items must be bagged and the items cannot be removed from the bag. Abuse will forfeit future rights to bring items on the bus.
16. Students are reminded while riding any Madison-Plains bus, that his/her behavior will be subject to the Student Code of Conduct.
17. Minor offenses – Possible Consequences:
 - First bus conduct report..... warning
 - Second bus conduct reportparent conference
 - Third bus conduct report three days off all buses
 - Fourth bus conduct report five days off all buses
 - Fifth bus conduct report ten days off all buses
 - Sixth bus conduct report.....semester off all buses

Bus Passes:

In order to provide safe, efficient transportation; bus passes will only be granted in emergency situations, however, limited requests per family.

Student Transportation/Bus Pass Guidelines:

1. All students will be picked up and dropped off at the same locations, Monday through Friday. If your schedule changes, plan to pick your child up at the normal drop off location.
2. Schedules must be consistent each week (i.e., 2 days home and 3 days to daycare).

SECTION VII - DRUG AND ALCOHOL POLICY

A student shall not possess (includes, but not limited to, purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply any steroid NARCOTIC DRUG, HALLUCINOGENIC DRUG, AMPHETAMINE, BARBITURATE, MARIJUANA, TRANQUILIZER, PRESCRIPTION DRUG, COUNTERFEIT SUBSTANCE, ALCOHOLIC BEVERAGE, INTOXICANT OR MIND/MOOD ALTERING CHEMICAL OF ANY KIND.

This rule is in effect during school or school sponsored activities, events, programs, on school grounds, on the school bus or bus stop, or in transit to and from school, and at any other time when the school is being used by a school group or off the school grounds at any school sponsored activity, function or event, *it is considered a major offense.*

SUSPICION OF USE is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemical, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

Prescription Drugs and Over-The-Counter (OTC) Substances:

The Ohio Revised Code prohibits the administration of any medication (prescription or over-the-counter) including, but not limited to cold remedies, Tylenol, poison ivy relief medication, topical applications, asthma inhalers, etc. It shall not be violation of this policy when a parent/physician signed statement is on file in the school office for the use of prescriptions and over the counter substances. Medicines will be kept in the school main office and administered by school staff as needed upon signing a use form with name and time of use. Medicine must be in its original container and labeled with instructions for its administration. **A medical administration form may be obtained in the school office. The form must be completed and signed by the child's physician and returned to the school. The medical administration form must be on file in the office.**

The following procedure will be used in implementing this policy:

First Offense:

- A. The principal may suspend the student for a period up to ten (10) days.
- B. The principal will notify the parent(s)/guardian(s) in writing with the Notice of Suspension document.
- C. The principal will notify the Madison County Court of Common Pleas, Juvenile Division.
- D. The principal will notify a nurse and counselor.
- E. The principal may recommend to the superintendent that the student be expelled unless the following procedure is followed:
 1. The parent(s)/guardian(s) must agree to have the student evaluated by professionally trained personnel for an assessment concerning the extent of use / misuse / dependency / abuse of prohibited substances.
 2. The agency or office contacted by the parent(s)/guardian(s) will notify the school principal that the client has made contact and is willing to comply with any treatment process prescribed. Based on information to the principal that the student has been evaluated and appropriate recommendations made by health professionals is being followed, then a recommendation for expulsion will be withdrawn by the principal in writing to the superintendent.
 3. In cases where the school administration or board of education feels that drug activity or violations are serious enough, students will be recommended for expulsion.

Counterfeit Substance:

1. Any unmarked or unlabeled substance that is represented as a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured processed, packed or distributed it.
2. Any drug or drug container or label that bears a trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;

3. Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, its labeling, markings, packaging, distribution, or the price for which it is sold or offered for sale.

The following procedures will be followed in dealing with the above situation:

I. Possession, use, transmission, sharing

First Offense:

- A. The principal will suspend the student for a period of up to ten (10) days in compliance with the student due process procedures.
- B. The principal will notify the parent(s)/guardian(s) in writing using the Notice of Suspension Form.
- C. The principal will contact parent(s)/guardian(s) to arrange a conference.
- D. The principal will notify the proper authorities.
- E. The principal will notify the nurse/counselor.
- F. The principal will recommend to the superintendent of schools that the student be expelled unless the following procedure is followed:
 1. The student must agree to be evaluated by a professionally trained dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction.
 2. The contacted agency or office will notify the school principal that the client has made contact and is willing to comply with the appropriate treatment process. Based on the data that the student is being evaluated and appropriate recommendations by the counselor are being followed by the student, then a recommendation for expulsion will be withdrawn. A recommendation for expulsion may be made by the principal at a later date if the student fails to comply with the treatment prescribed by the chemical dependency counselor.
 3. In cases where the school administration or board of education consider a violation for the drug and alcohol policy to be severe enough, a student will be recommended for expulsion after the ten day suspension is completed in compliance with student due process procedures.

Second Offense:

- A. The principal will suspend the student for ten (10) days and will recommend to the superintendent of schools that the student be expelled in compliance with student due process procedures.
- B. The principal will notify the parents(s)/guardian(s) in writing, using the Notice of Suspension Form.
- C. The principal will notify the Madison County Sheriff's Department and the juvenile officer.
- D. The principal will request the juvenile officer refer the student to Juvenile Court.

II. Supplying/sale of chemicals (drug/alcohol)

This section applies to first time offenders and any subsequent violation.

1. Supplying or selling chemicals will result in a ten (10) day suspension. A recommendation by the principal will be sent to the superintendent of schools for an expulsion of the student in compliance with student due process procedures.
2. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.
3. The principal will refer the case to the Madison County Sheriff's Department and Juvenile Court, for court referral.

II. Madison-Plains Counseling/Support Group Services

Following a student's return to school after any violation of the drug and alcohol policy, it is recommended that the student participate in the school's Support Group or request that a school guidance counselor review his/her progress in this area. This step is in addition to the communication between the professional chemical dependency counselor and the principal. Education counselors and teachers should use professional judgment in observing the student body in potential chemical abuse involvement. They shall offer assistance when confronted with drug situations and make referrals when appropriate.

1. When confronted with a student seeking help the teacher or counselor may exercise professional judgment on guidance and confidentiality while seeking guidance from appropriate agencies involving parents.

2. When on school premises and confronted with a suspected drug possessor, user, distributor or seller, who is not seeking help, counselors, teachers and other school personnel shall refer the information to the administration immediately for its disposition.
3. When confronted with students seeking help, the administration shall:
 - a. Exercise judgment and confidentiality but may notify parents, guardian, or custodian.
 - b. Seek guidance from appropriate agency.
 - c. Coordinate assistance from appropriate school staff personnel.

The student's role is to be informed of the drug situation, the policies and the people from whom and places from where help can be sought. The student's responsibility is to use this information to make wise decisions about the situation in question. Students must understand that information cannot always be kept confidential, in some cases it will be referred to the appropriate individual or agency. These cases will include those that endanger the welfare of the student or others. This information is subject to disclosure in a court of law.

SECTION VIII - GENERAL CODE OF CONDUCT AND RULES – DISCIPLINARY ACTION

STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION:

The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that are inconsistent with those of the Board of Education or not posted in the Madison-Plains Student/Parent Handbook. Teachers are held accountable for effective control of their classrooms, assigned duty areas and the verbal ordering of the cessation of undesirable conduct or the reporting of same to the administration of the building. ALL STUDENTS ARE SUBJECT TO ANY ADULT EMPLOYEE'S REASONABLE REQUESTS, ORDERS OR INSTRUCTIONS.

The rules and policies set forth in this Student/Parent Handbook apply to behavior on school premises, school buses and other school property, and any other venue in which a school function may take place, including the property of other schools and property leased, borrowed, rented, loaned or otherwise offered for school functions. The Handbook does not and cannot define or foresee all types and aspects of behavior, however, the Board has the responsibility to set forth policies to help each student understand how to conduct him/herself in a proper manner as a good student of the school and larger community.

While under the jurisdiction of the school, on school property or at any school sponsored activity on or off school grounds, a violation on the part of the Handbook adopted by the Board of Education in accordance with ORC Sec. 3310.21 and 3313.661, can result in disciplinary action.

The Superintendent, principal, administrative personnel, facility manager, and any teacher/advisor, or any other person authorized to be in charge of a school facility, function or event, including, but not limited to, bus drivers, coaches, cafeteria personnel, custodians, etc., are authorized to take such prudent action in connection with student behavior or activities as is reasonably desirable or necessary to help any student, to further school purposes or to prevent interference therewith.

AREAS OF PROHIBITED STUDENT CONDUCT:

Any conduct which causes or creates a reasonable likelihood that it will cause a disruption in, or a material interference with any school function, activity/purpose, or that interferes with or creates a reasonable likelihood that it will interfere with the safety, health or well-being or the rights of other students, staff or visitors, is prohibited.

COURSES OF ACTION (can vary per grade):

Student(s) should come prepared to work on school assignments according to disciplinary action. Student(s) are to follow the directions of the teacher/administrator in charge. Failure to comply with reasonable disciplinary measures may result in a more stringent disciplinary action.

Disciplinary actions may consist of the follow:

Community Service

Detention (lunch or after school)

- Absence from detention without prior approval, may result in further disciplinary action.

In-School Restriction (ISR)

- Students are encouraged to complete assignments they are missing while in ISR. Come prepared with materials for the entire day.
- Students may receive credit for missed class work and will be allowed to make up quizzes, tests, etc.

Out-of-school Suspension (OSS)

- Student and his/her parent will be notified of an OSS decision with the details and their rights.
- Student is not permitted on school property (board-owned, leased or rented) or at co/extra-curricular activities for any reason during OSS.
- Students are expected to make up missed work during suspension in accordance with the absence policy

Expulsion

- Expulsions may be recommended for up to 80 days which can stretch over vacations, school breaks and summer.
- Expulsions will begin on the first school day after a ten-day suspension.
- Student is not permitted on school property (board-owned, leased or rented) or at co/extra-curricular activities for any reason during expulsion.
- A student who is expelled will have the academic grades from the semester expunged.

BEHAVIOR GUIDELINES

The goal of Madison-Plains is to help all students to make positive choices impacting their personal and academic development.

Administrators and school staff will establish building regulations and discipline procedures; post such regulations and make written copies of such regulations available to parents and students. The building level administrator has the discretion to choose the appropriate action based on the offense.

LEVEL 1: BEHAVIOR – Conduct which impedes the orderly operation of a classroom or school.

Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.	Verbal Warning and documentation, Detention In-school Restriction (ISR), Out-of-school Suspension, Confiscation of items, Community Service (does not count toward graduation requirement), Suspension from extra-curricular activities. *Attendance guidelines will also be followed where applicable for tardies.
1B Electronic Devices	Any electronic device that is a disruption to the educational environment is prohibited.	
1C Tardiness (School)	Tardiness policy section #2	
Tardiness (Class)	Consistent tardiness to class.	
1D Unacceptable Behavior	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to food or drink in the halls/class, littering, throwing objects, horseplay, talking, unacceptable hall or cafeteria behavior. A combination of any unacceptable behaviors may move the student to the 2 nd offense.	
1E Class Cutting	A student shall not deliberately cut class.	
1F Failure to serve detention (includes lunch detentions)	Failure to serve an assigned detention including Detention.	
1G Public Display of Affection	Act of kissing or suggestive positions on school property.	

LEVEL 2: BEHAVIOR – Illegal and/or serious misconduct – Not life or health threatening.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
2A Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (Including, but not limited to, translator programs, copy off the internet).	<p>“F” grade on the assignment; report on file during students HS career; loss of credit in the course for the grading period, semester, or year; ISR, OSS.</p> <p>Suspension from extra-curricular activities Verbal reprimand Counseling referral (at expense of parent/guardian)</p>
2B Cheating, Dishonesty or Academic dishonesty	Lying, giving false information, deceit, either verbally or written, copying someone else’s homework.	
2C Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent’s names on permission slips).	
2D Gambling	Playing any game of chance or skill for money or items of value.	
2E Peer Conflict (ORC 2901.20, 2901.21, 2901.22)	Unauthorized touching, threats or challenges between students.	
2F Insubordination, Willful Disobedience, or Disrespect	Refusing to comply with reasonable instructions of any staff and invited guest. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience and may be grounds for juvenile charges in court.	
2G Profanity or verbal abuse	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	
2H School or class disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.	
2I Trespassing, Truancy or Unauthorized Area	Being in a school building in an unauthorized area or on school grounds without permission, or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.	
2J Driving or parking	Students must register their vehicle with the high school office and park in their assigned spot. School’s driving policy is defined in Section 1 of the handbook.	

LEVEL 3: BEHAVIOR – Illegal and/or serious misconduct – Not life or health threatening.

A student charged with behavior which is classified herein as Level 3 shall be subject to removal from the school immediately, and repeat offenses may be subject to a recommendation for expulsion from the Madison-Plains Local School District and possible court referral. Depending on the severity of the offense, a student may be given a harsher penalty.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
3A Extortion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).	Community Service, ISR, OSS, Recommendation for expulsion, Court referral, Counseling referral (at parent/guardian expense), Restitution, Suspension from extra-curriculars
3B Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight, exchange of words may be considered fighting.	
3C Harassment, Hazing, Menacing, Threatening safety of self and/or others, Bullying or Cyber-bullying	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing.	
3D Sexual misconduct, inappropriate material	Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexual-oriented actions, cell phone pictures or videos or other electronically or printed materials.	
3E Theft or shop lifting	Stealing or attempting to steal the money or property of another; possession of stolen property. Items of higher values may result in greater penalties.	
3F Tobacco Products (ORC 3313.751)	Using or possessing any tobacco product, lighter, matches or other related materials.	
3G Vandalism	Destruction or defacing of public or private property or the school, its staff or other students property or equipment.	
3H Computer Technology and Tampering	School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section V.	
3I Multiple suspensions and/or repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations, and/or technology and bus rules.	

LEVEL 4: BEHAVIOR – Illegal and/or serious misconduct – Life or health threatening.

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately. Repeat offenses will be subject to a recommendation for expulsion from the Madison-Plains Local School District. Legal authorities may be contacted and court referrals may be made.

BEHAVIOR	DEFINITION	DISCIPLINARY ACTION
4A Arson	Setting fire, or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.	10 day out-of-school suspension, restitution and recommendation for expulsion, court referral made.
4B Assault	Intentionally causing or attempting to cause physical harm.	
4C Bomb Threats and False Alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property, or reporting a fire where no fire exists.	
4D Chemical Abuse	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substances of any kind (including OTC or prescription drugs, possessing drug paraphernalia on school property or at school activities or possession of counterfeit or “look alike” drug paraphernalia. Refer to Section 8, Drug and Alcohol Policy.	
4E Weapons and Dangerous Instruments (Gun Free Schools Act of 1994. ORC 3313.66, 3313.661, (1995, H.B., 64)	Possessing, handling, transmitting a knife, razor, ice pick, explosive, leaded cane, sword cane, machete, gun or any other object that could be used as a weapon or dangerous instrument; discharge any firearm explosive, or disruptive devices but not limited to stink bombs or smoke bombs.	

FERPA PRIVACY ACT

Many parents already understand the medical privacy act effective April 2003. Since 1974, student's education confidentiality has been protected by Family Educational Rights and Privacy Act (FERPA). This federal law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.

Generally, schools must have written permission from the parent or eligible students in order to release any information from a student's education record. However, FERPA allows to disclose those records, without consent, to the following parties or under the following conditions (34CFR & 99.31).

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- Juvenile justice system, pursuant to specific State law.

Schools may disclose, without active consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance as long as parents and eligible students are given enough time to request their information not to be disclosed.

Schools must notify parents and eligible students **annually** of their rights under FERPA. The actual means of notification is left to the discretion of each school.

CHILD FIND

- (A) Each school district shall adopt and implement written procedures, approved by the Ohio Department of Education, Office for Exceptional Children, that ensure all children below twenty-two years of age residing within the district who have a disability, regardless of the severity of their disability, and who are in need of special education and related services are identified, located and evaluated. This includes:
- (1) Children attending private schools, including children enrolled in parochial schools;
 - (a) Activities undertaken to carry out child find for private school children with disabilities must be comparable to activities undertaken for children with disabilities in public schools.
 - (b) Each school district shall consult with appropriate representatives of private school children with disabilities on how to carry out child find activities for private school children.
 - (2) Highly mobile children with disabilities (such as migrant and homeless children); and
 - (3) Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade.
- (B) Before any major identification, location, or evaluation activity, each school district shall give notice which is adequate to inform the public of activities to identify children with disabilities.
- (1) The notice shall be given in the native languages of the various population groups within the school district.
 - (2) The notice shall be published in newspapers having significant circulation within the school district and geographic area covered by the identification activities and shall include:
 - (a) A description of the children on whom personally identifiable information is maintained, the types of information sought, the methods the school district intends to use in gathering the information (including the sources from whom information is gathered), and the uses to be made of the information;
 - (b) A summary of the policies and procedures that the school district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information; and
 - (c) A description of all the rights of parents and children regarding this information, including the rights under the Family Educational Rights and Privacy Act of 1974 and implementing regulations in 34 C.F.R. 99.
- (C) Each school district shall maintain an Education Management Information System (EMIS) and submit data to the Ohio Department of Education.
- (D) County Boards of MR/DD and State Institutions operated under the Ohio Department of Mental Health, Department of Youth Services, and the Ohio Central School System shall submit data reports directly to the Ohio Department of Education on prescribed forms and in the prescribed manner.
- (E) The Ohio Department of Education and each school district shall examine child data submitted to the Department to determine if significant disproportionality based on race is occurring in the school district with respect to:
- (1) The identification of children with disabilities, including the identification of children with disabilities in accordance with a particular impairment, and
 - (2) The placement in particular education settings of these children;
 - (3) If the Ohio Department of Education and the school district determine a significant disproportionality with respect to race in the identification of children with disabilities, or the placement in particular educational settings of these children, the Ohio Department of Education and school district shall review practices used in the identification or placement of children with disabilities.
 - (4) The school district shall, if appropriate, revise its practices used in the identification or placement of children with disabilities.
- (F) The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in Rule 3301-51-04 of the Administrative Code.

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

Madison-Plains encourages the electronic use of the Board approved Student/Parent Handbook. This handbook includes, but is not limited to, important information such as the Grading Scale, Code of Conduct, and the Technology Privacy and Acceptable Use Policy. To ensure everyone has access to the Student/Parent Handbook, please sign and return this acknowledgment.

___ I am able to access the Board approved *Student /Parent Handbook* for the 2014-2015 school year via the Madison-Plains website (www.mplsd.org). I have read and understand its contents completely.

___ I am unable to access the Board approved *Student /Parent Handbook* for the 2014-2015 school year via the Madison-Plains website (www.mplsd.org).

___ Please provide me with a hard copy of the Student/Parent Handbook.

Parent/Guardian Signature

Date

Student's Signature

Date

I have received an alternative form of the Board approved *Student /Parent Handbook* for the 2014-2015 school year.

I have read and understand its contents completely.

Parent/Guardian Signature

Date

Madison-Plains has permission to photograph and use the image of my child on the District's website or news releases. ___Yes ___No

My child has permission to use the internet and will abide by the policy set forth in the student handbook. ___Yes ___No

Parent Signature

Date

By signing a release form, the parent/guardian grants permission to the District to create and/or ask students to create accounts for certain online services. These services are posted on the Madison-Plains Website at www.mplsd.org/ApprovedOnlineServices.aspx

GOLDEN EAGLE ATHLETIC BOOSTER CLUB

WHO WE ARE...The objective of the Madison-Plains High School Athletic Booster Club is to promote and assist in any way possible all the athletic programs and student athletes at Madison- Plains High School.

Membership of the Madison-Plains High School Athletic Booster Club shall be open to anyone wishing to aid in carrying out the objectives and purposes of this organization.

GOLDEN EAGLE MUSIC BOOSTERS

WHO WE ARE...The Madison-Plains Music Boosters is a support organization whose purpose is to encourage and promote an enthusiastic interest in the various activities connected with the music department, including (but not limited to) instrumental and vocal music of the Madison-Plains Local Schools, grades seven (7) through twelve (12). The group strives to lend all possible support, both moral and financial, to the vocal and instrumental activities of the Madison Plains Junior High and High School, and to facilitate and insure cooperation and communication among those interested in the development of music education in the Madison-Plains Local Schools.

Membership is open to all parents and/or guardians of currently enrolled instrumental (includes marching band color guard) and vocal students in grade seven (7) through twelve (12). In addition, membership is open to any parties interested in supporting the Madison-Plains Music programs.

GOLDEN EAGLE ACADEMIC BOOSTER CLUB

WHO WE ARE...The Madison-Plains Scholastic Boosters is a charitable organization with the general purpose of fostering academic excellence within the Madison-Plains High School community.

Specific purposes include:

1. Promote and recognize outstanding scholastic achievement in the Madison-Plains High School.
2. Raise funds and dispense these funds to support qualifying organizations and individuals in academic activities.
3. Encourage participation in interscholastic competition.
4. Enhance community awareness and support for academic excellence.

<http://www.mplsd.org/MPboosters.aspx>



MADISON-PLAINS LOCAL SCHOOLS

Home of the Golden Eagles

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