

**MADISON-PLAINS**  
**LOCAL SCHOOL DISTRICT**  
*Home of the Golden Eagles*



**2019/2020**  
**STUDENT/PARENT HANDBOOK**

## SUPERINTENDENT WELCOME

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Dear Parents and Students,

Welcome to Madison-Plains Local School District!

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 for all students. The latest version of this handbook is available on our website at [www.mplsdsd.org](http://www.mplsdsd.org) for your continued reference. You may request an alternate version (disk or hardcopy) of the handbook by completing the "Student/Parent Handbook Acknowledgment" and submitting it to your child's school office.

At the beginning of the 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 a critical communication link between our teachers and, you, the parents/guardians.

We wish you a very safe and productive school year at Madison-Plains Local Schools!

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**EVERY ATTEMPT HAS BEEN MADE TO INSURE THE THOROUGHNESS AND ACCURACY IN THIS PUBLICATION.**

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## MISSION STATEMENT

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As a partnership of rural, agricultural communities, the Madison-Plains School District will achieve excellence through quality educational resources to maximize student success.

## GOALS

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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

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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



# 2019-2020 SCHOOL CALENDAR



## Madison-Plains Local Schools 2019-2020 School Calendar

Board Approved  
3/20/2018  
Rev. 05-14-19

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

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

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

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

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

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

Aug 12	New Teacher Orientation
Aug 13-14	Summer Academy
Aug 15	Teacher Work Day
Aug 16	Teacher In-Service
Aug 19	First day for Students - KGirls, 1-12
Aug 20	First day for Students - KBoys
Aug 21	All Kindergarten Students

Sep 02	No School - Labor Day
Sep 20	No School (Teacher In-Service)

Oct 17	End 1st Nine Weeks (42 days)
Oct 18	No School (Teacher In-Service)
Oct 21	Begin 2nd Nine Weeks
Oct 25	Grade Cards Available

Nov 12 & 14	Parent-Teacher Conferences
Nov 27	No School (P/T Conference)
Nov 28-29	No School (Thanksgiving Break)

Dec 20	End 2nd Nine Weeks (42 days)
	1-Hr. Early Release
Dec 23-Jan 3	No School (Winter Break)

Jan 06	Begin 3rd Nine Weeks
Jan 10	Grade Cards Available
Jan 20	No School (Martin Luther King Day)

Feb 10 & 12	Parent-Teacher Conferences
Feb 14	No School (P/T Conference)
Feb 17	No School (President's Day)

Mar 13	End 3rd Nine Weeks (47 days)
	1-Hr. Early Release
Mar 16	Begin 4th Nine Weeks
Mar 20	Grade Cards Available

Apr 08	No School (Teacher In-Service)
Apr 09-13	No School (Spring Break)

May 21	Last day for Students
	End 4th Nine Weeks (45 days)
May 22	Commencement
	Teacher Work Day
Jun 01	Grade Cards Available

Teacher Days: 184	New Teacher Orientation
1-Hour Early Release (1)	Teacher Work Days (2)
Teacher In-Service Day	Parent/Teacher Conferences (2)

Student Days: (Req by K-6: 910 hrs	7-12: 1,001 hrs
Student Days: (Req by K-6: 1,156 hrs	7-12: 1,156 hrs

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

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

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

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

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

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

# DISTRICT BUILDINGS AND ADMINISTRATION

[WWW.MPLSD.ORG](http://WWW.MPLSD.ORG)

## **HIGH SCHOOL (GRADES 9-12)**

Ann Boerger, Principal  
Brock Wysong, Assistant Principal  
800 Linson Rd.  
London, Ohio 43140  
Phone: (740) 852-0364  
Fax: (740) 852-3046

## **INTERMEDIATE (GRADES 4-6)**

Brad Miller, Principal  
Jake LeGros, Assistant 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)**

Ann Boerger, Principal  
Brock Wysong, Assistant Principal  
803 Linson Rd.  
London, Ohio 43140  
Phone: (740) 852-1707  
Fax: (740) 852-6351

## **ELEMENTARY (PREK-3)**

Brad Miller, Principal  
Jake LeGros, Assistant 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)**  
Kim LeGault, Director  
55 Linson Rd.  
London, Ohio 43140  
Phone: (740) 852-3223  
Fax: (740) 852-1256

## **CENTRAL OFFICE ADMINISTRATION**

Chad Eisler, Superintendent  
Todd Mustain, Treasurer/CFO  
Kim LeGault, Special Education Director  
Karen Grigsby, Curriculum Director  
Teresa Brandt, Payroll Clerk  
Debbie Mitson, Accounting/Cafeteria Clerk  
Sara Kirt, Accounting/EMIS  
Vicki Blosser, Administrative Secretary /H.R.  
Julane Walker, Administrative Secretary/Enrollment

## **TRANSPORTATION**

Kim Rogers, Transportation Coordinator  
Phone: (740) 490-0619

## **BOARD OF EDUCATION**

Mark Mason, President  
Anthoula Xenikis, Vice President  
Bob Butz, Member  
Kelly Cooley, Member  
Mike English, Member



# SECTION I - GENERAL RULES, POLICIES & PROCEDURES

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## Student School Day:

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Grades K-12..... 7:45 am – 2:50 pm

1- hour delay – start time will be 8:45 a.m. – **Breakfast WILL NOT be served on these days.**

2- hour delay - start time will be 9:45 a.m. – **Breakfast WILL NOT be served on these days.**

Classes will be dismissed at the regular time.

## School Delays and Closings:

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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:

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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:

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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:

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Grades K-6 – consumable fee - \$70.00/student/year (Board Policy/Refunds)

Grades 7-12 –consumable fee - \$70.00/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.

3. A payment schedule may be arranged at the building level with full payment to be received by May 1.
4. Student Fees may be waived per Board Policy JN. See reference below.  
(<http://z2.ctspublish.com/osba/Z2Browser2.html?showset=madisonplains-osba>)

## **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	\$1.25	\$0.30	\$2.75	\$0.40	\$3.75	\$0.50
Junior High & High School	\$1.45	\$0.30	\$3.00	\$0.40	\$3.75	\$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](http://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 email 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, nicotine products 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	FALL 2019 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>Kindergarten</u> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <u>1-12</u> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<u>K-9</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <u>Grades 10-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	<u>K-12</u> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	<u>K-9</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <u>Grades 10-12</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grades 7-10</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

- \* 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.**

### **BED BUGS**

According to scientific evidence from public health officials, bed bugs do not directly spread disease. Unlike head lice, which can remain in a person’s hair, bed bugs do not live on an individual for more than a few minutes of contact. If a student has bed bugs, District employees will treat them with privacy and dignity, following these guidelines:

1. The student will be discreetly sent to the school nurse.
2. The nurse or other qualified individual will follow these directions for the inspection of clothing and personal items:
  - a. Call the student’s parent or guardian before conducting any inspection.
  - b. Explain that you are following the District’s guidelines and tell the parent/ guardian what happened that requires you to inspect the student.
  - c. Ask the student to empty items such as backpacks or purses. Inspect these items and their contents.
  - d. When inspecting a student's exterior clothing:
    - i. Tell the student to remove outer layers of clothing, such as sweaters or sweatshirts. You may inspect these items of clothing, but you should not inspect the student’s person, and you should not look under the student’s outer layers.
    - ii. If the student has a shirt with a collar, inspect under the collar.
    - iii. Tell the student to remove his/her belt, and inspect the belt and the waist of the pants.
    - iv. Tell the student to turn all pockets inside out, so that the insides can be inspected. Also inspect the insides of any pant cuffs.
    - v. Tell the student to remove his/her shoes, and inspect them for bedbugs.
3. After inspection, the person conducting the inspection will place items that the student does not immediately need, such as a book bag, into a large bag or container, which shall be sealed.
4. If there are no bed bugs on the student’s outer layers of clothing or personal items, school employees will permit the student to return to class. If the nurse or qualified individual finds bed bugs on the student’s clothing or personal items, the student will need to change into clean clothing before returning to class.
5. After inspecting the student’s outer layers of clothing and personal items, school officials will contact the student’s parent/guardian to inform him/her of the inspection results.
  - a. If the nurse or qualified individual found bed bugs on the student’s clothing or personal items, issue the parents resources to get rid of the bed bugs, including contact information for the Madison County Public Health Department.

- b. If the student needs clean clothing, ask the parent/guardian to place the clothing in the dryer for ten (10) minutes on high heat, and then place them in a bag and bring it to school for the student.
  - c. If the parent/guardian does not bring clean clothing to school, the student must remain in the clinic/nurse's office until he/she is picked up by the parent/guardian.
  - d. Tell the parent/guardian that the student and his/her personal items will be checked for bed bugs for each of the next two school days. If the nurse or qualified individual finds no bed bugs, the student will be checked on the following Monday. If bed bugs have not returned, the student will not be checked again unless a school employee reports another incident. *If bed bugs are once again found please start the process of inspection over again beginning with #2 instruction above.*
  - e. A Bed Bug Inspection Report will be issued to the parent/guardian with instructions to return the report to the school once an inspection of the home has been completed either by the parent/guardian or a professional exterminator.
6. The removal or exclusion of a student is not a required action. Students should rarely if ever be excluded from the classroom, and the final exclusion decision should be made by only the Superintendent or designee (Principal/Asst. Principal).
  7. If bed bug incidents continue for a particular student, after parent/guardian has reported the home to be bed bug free, a referral to Madison County Children Services may be made based on the discretion of the Principal.
  8. If bed bugs are found in a library book the librarian will notify Principal and will place book in a sealed container. Book will either be disposed of or pest eliminated through professional extermination. Books may not go home with student associated with found bed bugs until the inspection period listed under instruction #2 has passed. No other restrictions may be imposed on student use of library books.

**Parent Or Guardian Notification:**

If the school Nurse or qualified individual finds bed bugs on students, in a building or on a school bus, the building Principal may, if appropriate, provide parents/guardians of students who may have been affected, with a bed bug notification and information letter.

**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):**

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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 (Mr. Eisler Please check)
- 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.

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

Students in grades 9-12 are eligible 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, and are ineligible for the remainder of the regular season contests and ineligible to participate in OHSAA tournaments in these sports until the one-year anniversary date of enrollment in the school to which the student transferred. If the transfer takes place during the sport season in which a student has participated in a regular season interscholastic contest, the student is ineligible for the remainder of that sport's season and the student must finish fulfilling his/her transfer consequence, for only that sport in which the mid-season transfer occurred, at the commencement of the sport season during the next school year and is ineligible for all preseason and regular season contests until the total number of regular season contests missed (including those missed during the previous season) equals 50% of the maximum allowable regular season contests in that sport. Exceptions to the eligibility provisions are outlined in the OHSAA Bylaws.

### **Harassment/Initiations/Hazing/Bullying:**

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*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:**

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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:**

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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:**

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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):**

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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](http://www.mplsd.org) or in each building office.

## **Driving Privileges (High School Students):**

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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:**

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*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):**

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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:**

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**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 three times per school year.

**Shelter in Place (“Stay Put”):** Shelter in Place (“Stay put”) drills are conducted each semester of the school year.

## **DANCES (All Buildings):**

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Dances are considered an extra-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. In order to attend high school dances, students must have at least freshmen status and must be 20 years of age or younger. They must provide a copy of their photo ID. Students who leave a dance will not be readmitted. Students may also be requested to follow a dress code for dances.

## **Pets/Animals:**

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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:**

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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

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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:**

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A "habitual truant" is any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in school year.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board Policy.

### **Pick-Up Of Student/Early Release:**

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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:**

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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 7:45 am**  
Half (½) day absence = Students arriving **after 8:30 am;** and  
Students **leaving before 1:40 pm**

### **Tardiness Guidelines (HS and JH):**

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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:

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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, **reasons** a student may be legally absent from or tardy to school or classes include, but are not limited to:

1. Personal illness of the student
2. Illness in the student's family
3. Needed at home to perform necessary work directly and exclusively for parents or legal guardians (applies to students over 14 years of age only)
4. Death in the family
5. Quarantine for contagious disease
6. Religious reasons
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)

## Absence Notification Process:

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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:**

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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:**

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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:**

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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:**

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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:**

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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. If the student is ill, requests for student work may be made by calling the school secretary.

### **Athletic Requirement:**

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Please refer to the Madison-Plains handbook athletic handbook to determine eligibility based on attendance.

## 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 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:

*Quarterly grades and Exam grades* will count as follows:

Percentage grade earned	Alpha Mark Awarded	Quality Point Values Applied to Quarterly GPA	Quality Point Values Applied to Quarterly GPA for Weighted Courses*
93-100	A	4.0	5.0
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.0	4.0
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-76	C	2.0	3.0
70-72	C-	1.67	2.67
67-69	D+	1.33	1.33
63-66	D	1.0	1.0
60-62	D-	0.67	0.67
0-59	F	0	0

*\*Note that no weights are applied to grades of D or F.*

*Semester and Final averages* will be calculated by averaging the quality points earned as stated above. Semester and Final averages are based on the following:

Average of quality points earned**	Semester and Final Average	Quality Points applied to cumulative GPA	Weighted Quality Points applied to cumulative GPA*
3.84-4.0	A	4.0	5.0
3.50-3.83	A-	3.67	4.67
3.17-3.49	B+	3.33	4.33
2.84-3.16	B	3.0	4.0
2.50-2.83	B-	2.67	3.67
2.17-2.49	C+	2.33	3.33
1.84-2.16	C	2.0	3.0
1.50-1.83	C-	1.67	2.67
1.17-1.49	D+	1.33	1.33
0.84-1.16	D	1.0	1.0
0.50-0.83	D-	0.67	0.67
0-0.49	F	0	0

*\*Note that no weights are applied to grades of D or F.*

*\*\*Average ranges are determined by using the halfway point value between grades.*

## 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 2-3	Grades 4-6
English 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	4, 3, 2, 1	4, 3, 2, 1	A, B, C, D, F*
Social Studies	4, 3, 2, 1	4, 3, 2, 1	A, B, C, D, F*
Art	4, 3, 2, 1	4, 3, 2, 1	4, 3, 2, 1
Music	4, 3, 2, 1	4, 3, 2, 1	4, 3, 2, 1
Band			4, 3, 2, 1 (Grade 6 only)
Physical Education	4, 3, 2, 1	4, 3, 2, 1	4, 3, 2, 1
Technology	4, 3, 2, 1	4, 3, 2, 1	4, 3, 2, 1

\*Grades A-F follow the district grading scale shown on page 24.

4 = Extends beyond end-of-the-year standard (Standards Performance Levels Grades), passing grade

3 = Meeting end-of-the-year standard (Standards Performance Levels Grades), passing grade

2 = Progressing toward the end-of-the-year standard (Standards Performance Levels Grades), passing grade

1 = Support and intervention needed to achieve end-of-the-year standard (Standards Performance Levels Grades)

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

## 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 through second 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):

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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 online Conference Scheduler or contact your child's school office/teacher.

## Honor/Merit Roll (K-12):

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

	<b>Grades 7-12</b>	<b>Grades 2-6</b>
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):

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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:

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### **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.

## Averaging Quarterly Grades

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**Grades are summary statements of student performance and should mainly consist of summative types of evidence.** Students should have ample opportunity to provide evidence of learning, so several major assessment task scores should be entered in the grade book each grading period. The body of evidence for quarterly grades should reflect a variety of relevant and meaningful assessments and tasks, each of which directly measures the content standards. Examples of summative tasks include tests, performances, products, and projects.

**No more than 20% of a student's quarterly average shall consist of assignments that are formative in nature.** This includes assignments that are given as participation, practice, or preparation for learning whether completed independently or in collaboration with others, in school or as homework. In order to be an accurate measure of what a student has learned, a grade needs to be based primarily on work that was actually scored at a time when the student has had sufficient instruction and practice (formative) to be held responsible for the results. Therefore, unit and course/grade level assessments and performance tasks (summative) are counted more heavily. It is not fair to count lesson practice and progress checks as heavily as unit and course/grade level assessments and performance tasks because during this time a student is still learning the content, and it is reasonable to expect mistakes.

**Assessments and activities that are diagnostic in nature shall not be included in the quarterly grade.** Diagnostic tasks are those that take place *before* instruction and are designed to determine a student's attitude, skills, or knowledge in order to identify student needs to plan appropriate instruction. Examples of diagnostic evidence that should not be included in a grade include pre-tests and surveys.

## Reassessments

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Any reassessment is intended to provide an additional opportunity to demonstrate understanding and shall not be used solely for the purpose of bringing up a student's grade.

- The student, in conjunction with the teacher, must develop and share a plan for additional learning in order to earn the right to be reassessed for full credit.
- The student, in conjunction with the teacher, must schedule reassessments prior to the next summative assessment.
- Semester and final exams for high school level courses will NOT be eligible for reassessment.
- The student must play a key role in his or her success.
- At the beginning of each course, the teacher must communicate the classroom policy for reassessments to students and parents. This policy will remain consistent throughout the course and reflect the district's policy. Classroom policies must be approved by the building administrator prior to the beginning of the course.

The practice of providing multiple opportunities does not mean second chances should automatically be given to students for every assessment or performance task. Students must provide evidence that they have completed some type of correctives (e.g., personal study or practice, peer tutoring, study guides, or review classes) before they are allowed second chance opportunities. Any re-teaching, review, or reassessment should be done at a time prearranged with the teacher. When second chance opportunities are made available, they should be made available to all students who have met the reassessment criteria. A student's score on a reassessment should not be averaged with the original score. Professional judgment should be used in determining the grade that best represents the student's academic achievement.

## Late and missing work

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Students are required to submit tasks on the due date. Practices related to supporting students in meeting deadlines include:

- At the beginning of each course, the teacher must communicate the classroom policy for accepting missing work to students and parents. This policy will remain consistent throughout the course and reflect the district's policy. Classroom policies must be approved by the building administrator prior to the beginning of the course.
- Due dates may be negotiated for major summative tasks/tests with the class. The final decision lies with the teacher.
- Students are permitted to turn in work prior to the deadline.
- Extensions for submission of assignments must be approved by the teacher based on individual circumstances.
- Established due dates for major summative assessments are communicated in advance-and will be posted on the homework page of ProgressBook at the time the assignment is given.
- Students who miss an established due date for a *summative* task will be required to complete the work under staff supervision. This may entail missing classes to complete the work during assignment hall, after school, at lunch, during recess, or at a supervised scheduled sitting.

- For reporting quarterly grades, there will be firm, school wide cutoff dates for teachers to evaluate student work. If insufficient assessment data exists to make a fair evaluation of student performance of major expectations, the report card may indicate “incomplete”. See the Incomplete Policy for further information about the effect of incomplete grades.
- If a student fails to submit formative or summative work on time, there will be escalating consequences:
  1. The teacher must mark the work as “missing” in ProgressBook.
  2. The student must attend a sitting and credit will be granted for the completed assignment without penalty (i.e., extra help session, assignment hall, lunch). When a student does not attend a required sitting, the building administrator will make contact with the parents. When an attended sitting does not lead to a completed assignment, the teacher must contact the parents.
  3. After communication with parents has occurred, it is at the teacher’s discretion to accept the missing work for credit according to the classroom policy. The teacher will communicate the classroom policy of accepting missing work at the beginning of the course and will remain consistent among all students.
  4. In situations where students have had multiple missing assignments or previous steps have not been effective, the student must meet with the school counselor or teacher to determine the sources of the problem and to develop a plan to address the situation; this plan may involve required make-up work, which the student must negotiate with the teacher. This plan will constitute a contract between the student, parent(s), and teacher(s). The decision to establish a plan may be made by the teacher, school counselor, building administrator, or student. The plan will be communicated with parents and all teachers who have the student.
  5. If a contract is broken, the student must meet with the building administrator.
  6. A student may be withdrawn from extra-curricular/ co-curricular commitments until all work is completed. This decision will be made by the building administrator.
  7. For summative tasks, a student may be required to attend compulsory work sessions at a time and place determined by the building administrator.

## **“Incomplete” grades**

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An Incomplete (“I”) will be issued when a student has not submitted required evidence of learning.

“Incomplete” should only be used as a final grade at the end of a quarter when there is not enough evidence to determine a proficiency level. The decision to issue an “incomplete” is a mutual decision between the teacher, school counselor, and building administrator.

- A. Assignments that have not been submitted by the due date should be recorded as “MI” (missing) and not recorded as zeros. As part of the established contract, the conditions for completing a missing assignment must be established between the teacher and the student, and it is the student’s responsibility to meet those conditions.
- B. When there is insufficient evidence of learning to report a quarterly grade an Incomplete (“I”) will be used for reporting student achievement.
- C. If an “I” is used for a quarterly report during the first three quarters, a student has up to 10 school days to submit the required evidence of student learning to convert the “I” to a grade. If an “I” is given for the fourth quarter, a student has 7 calendar days to submit the required evidence. Exceptions may be granted upon approval of the building administrator. It is the student’s responsibility to submit the required evidence to the teacher or building administrator. If inadequate evidence is submitted, then the “I” remains on the student transcript and no credit is given for the course.

## **Extra credit**

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The purpose of extra credit is to provide additional academic work in order to enhance the learning of course standards. Teachers will communicate classroom extra credit policies at the beginning of the course as part of the teacher’s classroom grading policy. This policy will remain consistent throughout the course and reflect the district’s policy. Classroom policies must be approved by the building administrator prior to the beginning of the course.

The following are examples of this type of extra credit:

1. Viewing a play studied in class and writing a critical review.
2. Challenge questions at the end of a chapter review.

The following are examples of work that **will not** count for extra credit: Non-academic work such as bringing in materials, merely attending extracurricular events, signed mid-term/permission slips, covering books, paying lab fees, and charitable donations not related to course objectives.

#### **Guidelines for application of extra credit.**

1. A teacher is not required to offer extra credit in any given course.
2. In any given class in which extra credit is offered, all students in that class are eligible to earn extra credit.
3. Extra credit should encourage learning as opposed to a last-minute effort to raise a quarterly grade.

## **High School Weighted Grades**

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Madison-Plains will offer weighted grades for courses that exceed the level of rigor and content of typical high-school college preparatory courses. The Student Achievement Team will review the course content and expectations of our courses which meet the initial criteria to be weighted. Courses meeting all criteria will then be denoted as weighted in the course description handbook.

Courses receiving a weighted grade will receive an additional 1.0 points to the quality points earned by a student in those courses. Furthermore, no additional points will be awarded for grades of D or F in those courses.

Weighting of grades will begin during the 2016/2017 school year with students in the graduating class of 2018 and beyond. Members of the graduating class of 2018 and beyond will be given retroactive weighted credit for courses taken that meet the new weighted course criteria.

## **Grade replacement**

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A student may retake any high school course for grade replacement regardless of the original grade earned in the course. Each grade will be recorded on the transcript, however, only the most recent grade will count in the student's GPA. When a weighted grade course is retaken, the weighted grading scale shall apply to the student's GPA.

Students may retake a class once. Exceptions to this rule will be made in the event the student needs a passing grade in the course to meet graduation requirements.

For the purpose of documentation, students must apply for grade replacement through the building principal.

## **Assignment Hall:**

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Each week Madison-Plains will generate a list of students who have missing assignments for each of their classes. If the students do not complete the missing work by the assigned deadline, they will have to report to Assignment Hall. Students who complete missing work during Assignment Hall will earn credit based on Madison-Plains grading policy.

## **National Honor Society:**

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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.

## **Work Permits:**

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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:**

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Please refer to Madison-Plains course description book for eligibility into Capstone Job Placement Program.

## **College Credit Plus (CCP)**

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State law provides for student participation in the College Credit Plus (CCP) program for the purposes of promoting rigorous academic pursuits and exposing students to options beyond the high school classroom. Therefore, eligible 7th through 12th grade students may enroll at any public college/university and any participating non-public college/university on a full- or part-time basis and complete nonsectarian, non-remedial courses for transcribed high school and/or college credit.

The Board directs the Superintendent/designee to develop and establish the necessary administrative guidelines to ensure that the CCP program is operating in accordance with state requirements.

## **Flexible Credit:**

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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 21<sup>st</sup> 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:**

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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:

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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 Exam:

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The term "exam" may include assessments such as a test, project, presentation, or written paper for either the first semester exam grade or the final exam grade.

Students will be required to take end of course exams in all classes which have a required End of Course Exam created.

Semester and Final Exams will be cumulative in nature. The first semester exam will cover the major work of the course for the first semester. The final exam will cover the major work of the course across the entire year.

- \* **Year-Long Courses:** each quarter counts for 20% of the final grade, the first semester exam counts for 10% and the final exam counts for 10%.
- \* **Semester Courses:** each quarter counts for 40% of the final grade and the semester exam counts for 20%.

The new percentages will be implemented beginning with school year 2016/17.

## Guidance Sponsored Information Nights:

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See Guidance Counselor for exact date and time:

College Information Night.....	November
College Financial Planning Night.....	November
College Credit Plus 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 (subject to change):

Test	Test Date	Grade
Ohio's State Test in ELA	October 23-24, 2019	3
High School EOC Retakes	December 2-20, 2019	10-12
Ohio English Language Proficiency	February 3-Mary 27, 2020	District
Alternative Assessment for Students with Cognitive Disabilities	February 18 – April 10, 2020	District
Ohio's State Test in ELA	March 30-31, 2020	5-8
Ohio's State Test in ELA	April 1-2, 2020	3-4
ELA 1 and ELA 2 State Tests	April 1-2, 2020	9-12
Ohio's State Test in Math	April 27-28, 2020	3-4
Ohio's State Test in Science/Biology	April 22-23, 2020	5, 8
Ohio's State Test in Social Studies (Am. History & Am. Government)	April 27-28, 2020	9-11
Ohio's State Test in Math/Algebra	April 29-30, 2020	5, 6, 8
Ohio's State Test in Math/Gemetry	May 4-5, 2020	7
TerraNova Test and Inview	March 9-13, 2020	2, 6
PSAT/NMSQT	October 16, 2019	Sophomores Only 11, 12
ASVAB	TBD	
Required 1 <sup>st</sup> Semester Exams	December 18-20, 2020	9-12
ACT	September 14, 2019 October 26, 2019 December 14, 2019 February 8, 2020 April 4, 2020	9-12
SAT	August 24, 2019 October 5, 2019 November 2, 2019 December 7, 2019 March 14, 2019 May 2, 2019	9-12
AP Gov Test	May 4, 2020	11-12
AP Calculus Test	May 5, 2020	12
AP Computer Science Test	May 8, 2020	11-12

## SECTION IV - GRADUATION INFORMATION

### Graduation Requirements (Board Policy IKF):

Requirements for graduation from Madison-Plains High School meet the minimum standards established by the State of Ohio and the Madison-Plains Local Schools Board of Education. To earn a high school diploma from Madison-Plains High School, students must achieve each of the following:

- Earn a minimum of 22 credits and meet Ohio's minimum curriculum requirements (see link)
- Earn a minimum of 18 points on seven end-of-course state tests or meet an approved alternate pathway established by the State of Ohio (see link)
- Perform 20 hours of approved, documented community service hours Curriculum Requirements and Recommended MPHS Course Sequence Students are encouraged to take seven courses or its equivalent each year. Students must be enrolled in a minimum of five course credits at all times. All courses listed below are worth 1.0 credit unless otherwise noted. A minimum of 22 credits are required for graduation.

Requirements (Total 22 credits)	9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
4 credits of <b>Math</b> <sup>1</sup>	Algebra I or Geometry <i>as assigned</i>	Geometry or Algebra II <i>as assigned</i>	Algebra II or PreCalculus or Transition to College Math <i>as assigned</i>	PreCalculus or AP Calculus or Transition to College Math or Senior Math <i>as assigned</i> or CCP College Algebra
4 credits of <b>English</b>	Civics-English I <i>American History and English Literature;</i> 2.0 credits	Civics-English II <i>World History and English Literature;</i> 2.0 credits	American Literature or English Applications <i>as assigned</i>	British Literature or Media Literacy or CCP Composition
3 credits of <b>Social Studies</b> <sup>2</sup>			American Government or AP American Government	World Geography or CCP Western Civilization or CCP American History
3 credits of <b>Science</b> <sup>3</sup>	Physical Science <i>unless assigned Biology</i>	Biology <i>unless taken in 9<sup>th</sup> grade</i>	Chemistry or Physics or Biology 2 or Anatomy and Physiology	Chemistry or Physics or Biology 2 or Anatomy and Physiology
1 credit of <b>Fine Arts</b>	Students can fulfill the Fine Arts credit through Music or Visual Arts. Students are encouraged to meet this requirement prior to their senior year.			
0.5 credit of <b>Physical Education</b> <sup>4</sup> and 0.5 credit of <b>Health</b>	Co-ed Phys Ed 1 0.25 credit Co-ed Phys Ed 2 0.25 credit	Health 0.5 credit		
0.5 credit of <b>Financial Literacy</b>		Personal Financial Management 0.5 credit	Students can also meet the Financial Literacy requirement by taking Finance Foundations, Business Management for Agriculture, or other pre-approved course or by completing a Career-Tech Pathway	
minimum of 5.5 credits of <b>Electives</b>	<b>Physical Education and Health classes may not be used to meet the state required minimum of 5.0 elective credits.</b> Students may earn credit for Advanced courses in Physical Education and Health <i>beyond</i> the state minimum requirement. Five credits must be earned from any combination of the following: foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, English, mathematics, science or social studies courses that are not otherwise required. <b>It is recommended that students pursuing College Readiness take a minimum of two years of Foreign Language.</b>			

<sup>1</sup> **Mathematics** units must include one unit of algebra II or the equivalent of algebra II. Exception: Algebra II is not a requirement for students following a [career-technical pathway](#). However, students still must have four units in mathematics. [Here](#) is more information on Curriculum Choices.

<sup>2</sup> **Social studies** units must include ½ unit of American history and ½ unit of American government in three units required for the class of 2020. The classes of 2021 and beyond will also need ½ unit in world history and civilizations in their required three social studies credits.

<sup>3</sup> **Science** units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics, biology 2, anatomy and physiology or other advanced science.

<sup>4</sup> **Physical education** - Students who participate in interscholastic athletics, marching band or cheerleading for three full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years may be exempt from the physical education requirement.



## Ohio's Assessments for Graduation

The class of 2018 and beyond must take seven end-of-course exams and successfully complete one of three graduation pathways.

1. Earn 18 cumulative Graduation Points on the seven (7) Ohio End-of-Course Tests. Students earn 1-5 points on each assessment based on their performance. Students must earn at least:
  - 4 points between Algebra I and Geometry end of course exams
  - 4 points between English I and English II end of course exams
  - 6 points between American Government, American History, and Biology end of course exams
  - 4 additional points in any combination of the end of course exams listed above
2. Earn a “remediation-free” score on a nationally recognized college entrance exam such as the ACT or SAT.
  - The state of Ohio will pay for all 11th grade student to take the ACT exam during a onetime statewide spring test.
  - Students may use his or her highest verifiable score to meet this requirement.
3. Earn a minimum of 12 points by receiving a State Board of Education-approved, industry recognized credential or group of credentials in a single career field and earn a 13 on Work Keys, a work-readiness test.

### 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.

### College Credit Plus and Postsecondary Enrollment Options

Credit is awarded for courses successfully completed at an accredited postsecondary institution. High school credit awarded for a course successfully completed under College Credit Plus, or where applicable the former Postsecondary Enrollment Options Program, 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 that have been established primarily for correspondence study, rather than an institution primarily for residence study, are not accepted toward graduation.

#### Course Work 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 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 towards graduation.

#### 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:

Students seeking a Diploma with Honors must meet seven of the eight following criteria in the college preparatory curriculum:

### Diploma of Honors Criteria<sup>5</sup>

Criterion	Academic Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma <sup>6</sup>	Arts Honors Diploma	Social Studies & Civic Engagement Honors Diploma
Math <sup>7</sup>	4 units	4 units	5 units	4 units	4 units
Science	4 units, including two units of advanced science	4 units, including two units of advanced science	5 units, including two units of advanced science	3 units, including one unit of advanced science	3 units, including one unit of advanced science
Social Studies	4 units	4 units	3 units	3 units	5 units
World Languages <sup>8</sup>	3 units of one world language	2 units of one world language studied	3 units of one world language	3 units of one world language	3 units of one world language
Fine Arts	1 unit	N/A	1 unit	4 units	1 unit
Electives	N/A	4 units of Career-Technical minimum <sup>9</sup>	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units in social sciences or civics
GPA	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT <sup>10</sup> or WorkKeys <sup>11</sup>	27 ACT/1280 SAT	27 ACT/1280 SAT/ WorkKeys: 6 Reading for Information & 6 Applied Mathematics	27 ACT/1280 SAT	27 ACT/1280 SAT	27 ACT/1280 SAT
Field Experience <sup>12</sup>	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus			
Portfolio <sup>13</sup>	N/A	Develop a comprehensive portfolio of work based on the student's field of experience or a topic related to the student's area of focus that is reviewed and validated by external experts			
Additional Assessments	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

<sup>5</sup> Students must meet all but one of the criteria to qualify for an Honors Diploma. Students in the graduating class of 2020 may choose to meet the previously established criteria by the State of Ohio. ([Click here to access information](#)).

<sup>6</sup> The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

<sup>7</sup> Math units must include Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or four-course sequence that contains equivalent or higher content

<sup>8</sup> Three units of one world language may be substituted for no less than 2 units of each of two world languages studied.

<sup>9</sup> Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

<sup>10</sup> Writing sections of ACT or SAT should not be included in the calculation of this score.

<sup>11</sup> The Locating Information test is not included in the calculation of the WorkKeys score. The WorkKeys option applies only to the Career Tech Honors Diploma.

<sup>12</sup> Field Experience refers to experiential learning in either an internship or apprenticeship.

<sup>13</sup> The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

## 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:**

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**Valedictorian/Salutatorian:** Please refer to **Madison-Plains Course Description Book** to determine selection of Valedictorian and Salutatorian.

**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

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## 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 email 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 email, 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](http://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 – DISTRICT MANAGED TRANSPORTATION GUIDELINES

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

1. Students with concerns about any aspect of district managed 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 district managed transportation 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 district managed transportation stop 5 minutes before the scheduled time and ready to board the district managed transportation when it stops; stay off the street or road, load and unload the district managed transportation in an orderly manner, ride only the assigned district managed transportation, unload at the assigned stop. If a student misses the district managed transportation, a call should be made to the school to determine whether the principal or attendance officer feels that the district managed transportation was missed for a legitimate reason.
4. Students are reminded to wait in a safe area until the district managed transportation 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 district managed transportation will be assigned to a seat. Students are expected to sit in that seat whenever he or she rides the district managed transportation, 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 district managed transportation 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 district managed transportation are prohibited.
7. Noise on the district managed transportation must be kept to a minimum. Students may talk quietly on the district managed transportation with the permission of the district managed transportation driver.  
**Absolute quiet is required at all railroad crossings.**
8. No objects or substances will be thrown out of, inside of, or at the district managed transportation. No part of the body may be outside the district managed transportation windows.
9. Student Behavior:
  - a. The school district managed transportation driver is in charge of the district managed transportation 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 district managed transportation 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 district managed transportation.
  - d. Public displays of affection are not permitted on the district managed transportation.
10. Students will board and depart the district managed transportation 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 district managed transportation.
12. Forbidden Cargo: Because of State Law and common sense, students are not to bring on board the district managed transportation: 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 district managed transportation.
14. Electronic devices may be used on the school district managed transportation appropriately. The district managed transportation 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 district managed transportation. 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 district managed transportation.
16. Students are reminded while riding any Madison-Plains district managed transportation, that his/her behavior will be subject to the Student Code of Conduct.
17. Minor offenses – Possible Consequences:
  - First district managed transportation conduct report..... warning
  - Second district managed transportation conduct report .....parent conference
  - Third district managed transportation conduct report ..three days off all district managed transportation
  - Fourth district managed transportation conduct report ..five days off all district managed transportation
  - Fifth district managed transportation conduct report .....ten days off all district managed transportation
  - Sixth district managed transportation conduct report..... semester off all district managed transportation

### **District Managed Transportation Passes:**

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

#### **Student Transportation/District Managed Transportation 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

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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:**

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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

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### **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.

<b>BEHAVIOR</b>	<b>DEFINITION</b>	<b>POSSIBLE DISCIPLINARY ACTIONS</b>
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 <sup>nd</sup> 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; Detention, 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 or vaping 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

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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

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- (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

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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* via the Madison-Plains website ([www.mplsd.org](http://www.mplsd.org)). I have read and understand its contents completely.

\_\_\_ I am unable to access the Board approved *Student /Parent Handbook* via the Madison-Plains website ([www.mplsd.org](http://www.mplsd.org)).

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

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*Parent/Guardian Signature*

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*Date*

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*Student's Signature*

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*Date*

I have received an alternative form of the Board approved *Student /Parent Handbook*.

I have read and understand its contents completely.

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*Parent/Guardian Signature*

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*Date*

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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

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*Parent Signature*

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*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](http://www.mplsd.org/ApprovedOnlineServices.aspx)

## GOLDEN EAGLE BOOSTERS

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### **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*

55 Linson Road  
London, Ohio 43140  
*Telephone: (740) 852-0290*

**Website - [WWW.MPLSD.ORG](http://WWW.MPLSD.ORG)**