Madison-Plains Local School District

Home of the Golden Eagles

2026-2027

Student/Parent Handbook

SUPERINTENDENT WELCOME

Dear Parents and Students,

Welcome to the 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.mplsd.org for your continued reference. You may request an alternate version (hard copy) 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 in the Madison-Plains Local School District!

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

This Handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

This Handbook applies to all students

- On school grounds before, during and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities.

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MISSION STATEMENT

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

GOALS

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

ALMA MATER

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

FIGHT SONG

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

MADISON-PLAINS LOCAL SCHOOL DISTRICT

2026-2027 SCHOOL CALENDAR

BoE Apprv'd 17Dec2024

August '26

S	M	T	W	T	F	S
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September '26

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October '26

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November '26

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December '26

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January '27

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Aug 12	New Teacher Orientation	Parent-Teacher Conferences	Feb 04
Aug 13-14	Teacher Academy Days	Parent-Teacher Conferences	Feb 09
Aug 17	Teacher Work Day/Open House	No School (P/T Conf. Comp. Day)	Feb 12
Aug 18	Teacher In-Service/Convocation	No School (President's Day)	Feb 15
Aug 19	First day for Students - KGirls,1-12	2-Hr Delayed Start (Teacher In-Service)	Feb 24
Aug 20	First day for Students - KBoys		
Sep 07	No School (Labor Day)	**End 3rd Grading Period (51 days)**	Mar 18
Sep 18	No School (Teacher In-Service)	No School (Teacher In-Service)	Mar 19
Sep 24	2-Hr Delayed Start (Teacher In-Service)	No School (Spring Break)	Mar 22
			Mar 26
		Grade Cards Available	Mar 26
		Begin 4th Grading Period	Mar 29
		2-Hr Delayed Start (Teacher In-Service)	Mar 31
Oct 15	1-Hr Early Release		
	End 1st Grading Period (40 days)		
Oct 16	No School (Fall Break)		
Oct 19	**Begin 2nd Grading Period**		
Oct 21	2-Hr Delayed Start (Teacher In-Service)		
Oct 23	Grade Cards Available		
Oct 28	Parent-Teacher Conferences		
Nov 02	Parent-Teacher Conferences	Last day for Students	May 26
Nov 03	No School (Teacher In-Service)	**End 4th Grading Period (43 days)**	
	Election Day	Teacher In-Service	May 27
Nov 18	2-Hr Delayed Start (Teacher In-Service)	Teacher Work Day	May 28
Nov 25	No School (P/T Conf. Comp Day)	Commencement	
Nov 26-27	No School (Thanksgiving Break)	Memorial Day	May 31
		Grade Cards Available	Jun 04
Dec 18	1-Hr Early Release		
	End 2nd Grading Period (41 days)		
Dec 21	No School (Winter Break)		
Jan 01			
Jan 04	**Begin 3rd Grading Period**		
Jan 08	Grade Cards Available		
Jan 18	No School (MLK Day)		
Jan 27	2-Hr Delayed Start (Teacher In-Service)		

Delayed Start (5)

Early-release (2)

New Teacher Orientation

Teacher Work Days (2)

Teacher In-Service Days (5)

Parent/Teacher Conferences (2)

Teacher Days: 184; Student Days: K: 174 1-12: 175

Student Hours Req'd by State: K-6: 910 hrs 7-12: 1,001 hrs

Student Hours Scheduled for MP: K: 1131 1-12: 1137.5

February '27

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March '27

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April '27

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May '27

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June '27

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July '27

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DISTRICT BUILDINGS AND ADMINISTRATION

WWW.MPLSD.ORG

HIGH SCHOOL (GRADES 9-12)
Kyle Huffman, Principal
April Sparks, Assistant Principal
Scott Brickner, Athletic Director
800 Linson Rd.
London, Ohio 43140
Phone: (740) 852-0364
Fax: (740) 852-3046

JUNIOR HIGH (GRADES 7-8)
Kyle Huffman, Principal
April Sparks, Assistant Principal
803 Linson Rd.
London, Ohio 43140
Phone: (740) 852-1707
Fax: (740) 852-6351

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

CENTRAL OFFICE ADMINISTRATION
Chad Eisler, Superintendent
Todd Mustain, Treasurer/CFO
Meredith Ford, Director of Student Services
Brianne Panell, Director of Teaching and Learning
Kelly Stoughton, Payroll Clerk
Debbie Mitson, Accounting/Cafeteria Clerk
Sara Kirt, Accounting/EMIS
Vicki Blosser, Administrative Secretary /H.R.
Christine Sines, Administrative Secretary/Enrollment

INTERMEDIATE (GRADES 4-6)
Brad Miller, Principal
Deborah Adamczak, Assistant Principal
9940 St. Rt. 38 SW
London, Ohio 43140
Phone: (740) 490-0610
(740) 490-0611
Fax: (740) 490-0612

ELEMENTARY (K-3)
Brad Miller, Principal
Deborah Adamczak, Assistant Principal
47 Linson Rd.
London, Ohio 43140
Phone: (740) 490-0654
(740) 490-0657
Fax: (740) 490-0656

STUDENT SERVICES (SPECIAL ED, ESL)
Meredith Ford, Director
55 Linson Rd.
London, Ohio 43140
Phone: (740) 852-3223
Fax: (740) 852-1256

TRANSPORTATION
Tina Beekman, Transportation Supervisor
Phone: (740) 490-0655

FOOD SERVICES
Sherri Power, Food Service Supervisor
Phone: (740) 490-0674
Laura Vallery – Assistant District Head Cook
Phone: (740) 490-0773

MAINTENANCE
Brian Garrett, Maintenance Supervisor
Phone: (740) 740-0683

BOARD OF EDUCATION

Mark Mason, President
Jarrett Gary, Vice President
Bryan Stonerock, Member
Stuart Yensel, Member
Sean Meade, Member

Student School Day:

Grades K-12: 7:45 am – 2:50 pm

1- hour delay – start time will be 8:45 a.m. – **Breakfast WILL be served on these days.**
2- hour delay – start time will be 9:45 a.m. – **Breakfast WILL be served on these days.**
Classes will be dismissed at the regular time.

School Delays and Closings:

In the event of inclement weather, hazardous road conditions or mechanical failure in the district, school may be delayed by 1 to 2 hours and/or closed or an early release initiated. School closings, delays and early releases will be announced over the following radio and TV stations: WSYX (88.6), WCHO (1250 AM), WNCI (97.9 FM), WCMH-Channel 4, SWYX-Channel 6, and WBNS Channel 10. An automated call through One Call Now will also be initiated for closings, delays and other important information.

Please complete the Emergency Dismissal Plan under the Transportation tab in Final Forms. The transportation choice listed is what will be followed in an unplanned early release situation. Be aware that if we lose power, our phone lines will not function. Also, make sure your contact information is updated in Final Forms throughout the school year.

Our school utilizes the SchoolMessenger system to deliver text messages to your mobile phone with important information about events, school closings, safety alerts and more. To participate in this free service, send a text message of "Y" or "Yes" to our school's short code number, 67587. You can also opt out of these messages at any time by replying to one of our messages with "Stop".

Visitation Procedure:

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

Parent Volunteering Policy:

Anyone who wants to volunteer at the district school for activities, classroom parties, etc. needs to have a current BCI and FBI background check on file in the school office.

Dear MPLSD Parents and Guardians,
Volunteering in schools can be a very rewarding experience for both the adult and the students, and we would like to invite more parents and/or guardians to become involved in these very rewarding opportunities. Volunteer opportunities could include working within the classroom, helping out at school functions, chaperoning field trips, and much more!
To help ensure the safety of all our students within the Madison-Plains Local School District (MPLSD), we require that all adult volunteers complete a background check (BCI and FBI) via fingerprinting prior to working with our students. The background check can be completed between the hours of 8:00 a.m. – 4:00 p.m. at the Bureau of Criminal Investigation (BCI) located at 1560 State Route 56 SW, London, Ohio, 43140. Additional questions regarding the fees and processes associated with background checks may be directed to BCI at 740-845-2000. In order that the correct type of background check is completed, please provide BCI with the

following code when you have both of the background checks (i.e., BCI and FBI) completed: ***BCI – no ORC code for volunteers; FBI Code: 3319-391****.NCPA/VCA The reason code for both BCI and FBI is Volunteer/Chaperone.*
We truly hope that you will consider becoming a volunteer in the Madison-Plains Local School District and complete the necessary steps to help ensure your safety, as well as that of the students we serve every day. A copy of the results of your background check should be sent to your child's school building. It would also be appreciated if you could notify your child's school when you have completed the background check so that they can watch the mail for the results.

Parent Forms/Information:

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

Registration/Emergency Medical Form
Student Transportation Form
Emergency Dismissal Form (Now located under the Student Transportation Form)
Health Information Form
Student Insurance Letter – to be completed if student is in need of insurance
Student/Parent Handbook Acknowledgement
Student Technology Agreement
Free and Reduced Lunch Form - to be completed if applicable
Public Relations Permission Form

Emergency Medical Forms are to be completed by the first Friday of the school year and are considered part of the registration process. A complete Emergency Medical Form must be on file with the school in order for a student to participate in any activity off school grounds including field trips, extracurricular activities, co-curricular activities, and athletics.

Student Fees/Charges:

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 the 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 extracurricular 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. After the first nine weeks, 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. https://go.boarddocs.com/oh/mplsd/Board.nsf/goto?open&id=BR3KFX4E7130

Lunch and Lunch Charges:

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

Building	*Breakfast*	*Reduced Breakfast*	*Student Lunch*	*Reduced Lunch*	*Adult Lunch*	*Milk*
Elementary & Intermediate	$1.35	$0.00	$ 2.85	$0.00	$4.85	$0.55
Junior High & High School	$1.55	$0.00	$3.10	$0.00	$4.85	$0.55

Madison-Plains Local Schools utilizes a computerized debit system called Payschools Central. 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.mplsd.org, click "Find it Fast". Use the quick link to register on "Payschools Central" 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.

The Free/Reduced Meal Application must be filled out annually and within the first 30 days of school on the Payschools Central online platform. If your child(ren) qualified the previous school year for free-reduced status and this online application is not completed the 1st 30 days of school, your child(ren)'s account reverts back to full pay. The application will require your student's lunch number/student ID. If you need this information, please call the school office.

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.

Students are not permitted to have food delivered (DoorDash, etc.) during the school day.

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 (including water guns for senior tag), 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 VI) for electronic devices. Appropriate disciplinary action will be taken in each case.

Search and Seizure:

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

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but

not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

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. Book bags and/or athletic bags are not permitted in the classroom. Sports equipment, books, musical instruments, etc. should be secured in lockers or in areas provided by the school. Intermediate students may place a combination lock on their locker at the building administration's discretion. Junior High and High school students may NOT use personal locks, but may use school issued locks. Locks are recommended for gym lockers.

Restrooms:

The restrooms are for the purpose of using the toilet and washing only. Only one student is allowed in a stall at any time. If multiple students are found in the same stall, they will be subject to search and discipline. Students are to use the nearest available restroom rather than restrooms that are farther away.

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.

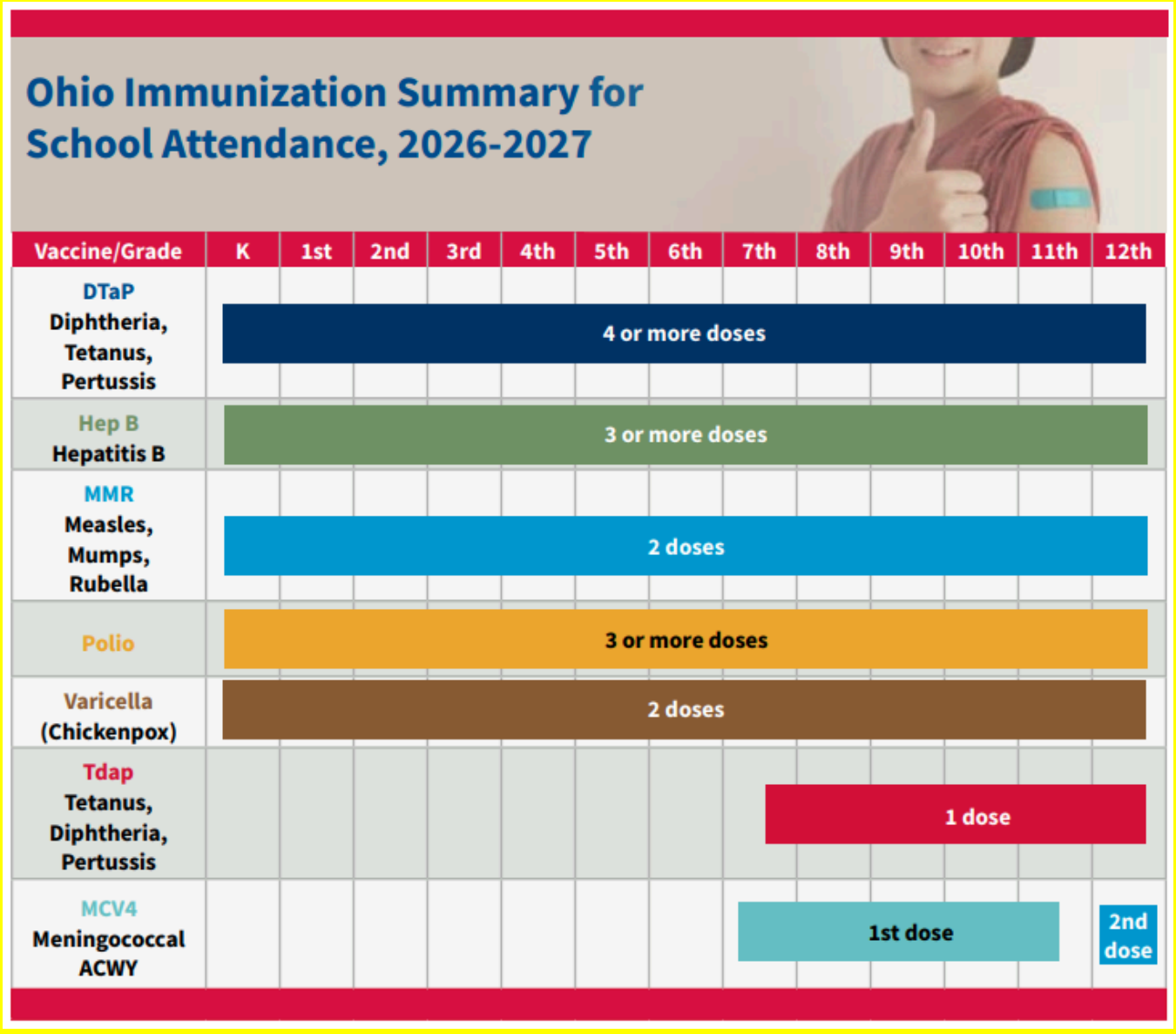
Lost And Found:

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):



A nurse is available to the buildings on a rotating basis. The nurse assists with providing information on hygiene, growth and development, and hand-washing.

* Screenings provided: Vision and hearing
* 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.

- **Fever**: In order to return to school, a student must be fever–free for 24 hours without the use of fever medication.
- **Diarrhea/Vomiting**: Please keep your child home from school until they have not had an episode of diarrhea or vomiting for 24 hours.
- **Conjunctivitis (Pink Eye)**: A student must be treated for at least 24 hours with doctor prescribed eye drops before returning to school.
- **Impetigo**: Impetigo is a contagious skin infection and can be spread to various parts of the body and to other susceptible people. Per the Ohio Department of Health Communicable Disease Chart: **Exclusion: exclude until 24 hours after beginning antibiotic treatment and all lesions (sores) are dry and can be covered by a bandage at all times until healed.**
- **Scabies:** Skin rash commonly found on finger webs, inside of wrists and elbows. It is difficult to see until 4-6 weeks after exposure. Individuals will experience severe itching, especially at night and a rash appears. Per the Ohio Department of Health Communicable Disease Chart: **Exclusion: a person with scabies shall be isolated/excluded for 24 hours following initial treatment with an effective scabicide. A person with a manifestation of scabies known as "crusted scabies" shall be isolated until the mite can no longer be demonstrated on a scabies preparation.**
- **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. The Madison-Plains Local School District is a "no nit" district. The District's policy and practice is that students are not allowed to attend school if nits are present on the student. Students may not use school transportation to or from school when nits or lice are present.

Students should not return to school until they are no longer contagious. Do not send a student to school if the 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 bed bugs.
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 instructions 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 the 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 the principal and will place the book in a sealed container. Books 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):

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;
9. Procedures to ensure maintenance of an appropriate racial balance in the District's schools.
10. Inter-district Open enrollment applications will be accepted through the last day of June.

11. Students who were open-enrolled during the previous school year are not subject to the June application deadline;
12. Currently open-enrolled students who are chronically or habitually absent (per House Bill 410) may be denied re-enrollment and
13. Resident students who move during the school year are welcome to apply for open enrollment status at the time of their move for the remainder of the current school year.

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.

The District notifies the Ohio Department of Education (ODE) of any change to this policy within 30 days of adoption. The District maintains records verifying adherence to this policy and that complaints regarding this policy are addressed. These records are provided to ODE upon request.

Compliance with this policy is reported to the ODE by November 30 annually through the consolidated school mandate report.

If the District reports noncompliance the Superintendent/designee must provide a written explanation to the Board within 30 days explaining this noncompliance and a written plan of action for accurately and efficiently addressing the problem.

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:

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, teachers 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.

DEFINITION OF BULLYING:

The following three components must exist in order for the behavior to be considered bullying:

1. The negative behaviors are intentionally targeted at a specific individual (It is not an accident that this incident happened);
2. The behavior is repetitive (It is not usually a one time event); and
3. There is a power imbalance between the students.

These three components of bullying are important to remember as both parents and educators, being sure to recognize that not all mean behavior is bullying – it is just that – MEAN behavior. This is not to suggest that mean behavior should not be given an appropriate consequence. To raise children well, such behavior must be appropriately addressed. However, before the behavior of "bullying" is confirmed, the three components described previously should exist.

DEFINITION OF HARASSMENT:

Sexual Harassment

A. Verbal: written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
B. Nonverbal: placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
C. Physical Contact: threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Ethnic/Race/Religious/Disability/Height/Weight Harassment

A. Verbal:
    1. Written or oral innuendos, comments, jokes, insults, threats, disparaging remarks, or hate speech concerning a person's gender, race, national origin, religious beliefs, etc.
    2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
B. Nonverbal: placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures
C. Physical: any intimidating or disparaging such as hitting, hissing, or spitting on the person.

Discrimination Information:

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

Student Alleged Discrimination Grievance Procedures:

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Madison-Plains Local School District's staff, teachers or administrators have inadequately applied the principles 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.

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

Public Awareness:

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

Madison-Plains Local Schools offer:

1. Evaluation for all children with disabilities birth through age 21; and
2. Education for all children with disabilities three through age 21.

Once we are notified:

1. 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
2. Arrangements are made to evaluate the child in cooperation with the parent(s).

Drug Testing Program (9-12):

The drug testing policy will encompass all athletic programs and designated extra-curricular activities at Madison-Plains High School (9-12). Although students risk the loss of participation in athletics or the designated activity, no student shall be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic record. Parents and students must sign the drug testing consent form prior to participation in athletics or the designated activities of any kind.

Students subject to this policy in grades 9-12 who will be drug tested include but are not limited to: athletic teams, powerlifting, marching band, Quick Recall, and students who drive to school.

Driving Privileges (High School Students):

Student use of cars is a privilege, not a right. It is also considered a co-curricular activity. As such, students who drive to school must meet all co-curricular activity guidelines as related to grade point average and minimum

number of credits earned each nine week grading period. Students 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 an 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. Law allows civil authorities to take over a search at the request of school authorities if the search is initiated by school authorities.
8. Students are subject to random drug tests per the Drug Testing Policy. In the event a student should test positive for one of the illicit substances, the following consequences will occur:
    - First Offense:
        - Students must take and successfully complete a district-approved substance assistance program.
        - Driving privileges will be suspended for one semester or 90 calendar days.
        - Students must submit a clean drug test before they can resume driving to school.
    - Second Offense:
        - Students must take and successfully complete a district-approved substance assistance program.
        - Driving privileges will be suspended for one full calendar year.
        - Students must submit a clean drug test before they can resume driving to school.
    - Third Offense:
        - Driving privileges will be suspended for the rest of their high school career.

Dress Code:

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

The purpose of a dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill which is required for success in obtaining and keeping employment linked with their attire. As adults we know that there is a difference between dressing for our jobs and dressing for recreation, and therefore having students practice this distinction while at Madison-Plains is a way to promote long-term success. Our guiding principles for the dress code are based on clothing that does not distract from the learning environment, disrupt school activities, or create a safety hazard.

Student dress is considered the responsibility of the parents. Any reasonable standard of dress is acceptable as long as it does not interfere with the health or safety of the individual or others, or does not interfere with the

educational process. The following dress is generally inappropriate for school hours and should not be worn unless the principal determines that the attire does not interfere with the health or safety of the individual or others, or does not interfere with the educational process.

Dress Code Details

1. No hats, hoods, bandanas, head-coverings, or sunglasses. Students may not wear anything that conceals their identity or obscures their face, except for religious and/or medically-necessitated reasons.
2. Clothing or jewelry with offensive images or language, including profanity, hate speech, pornography, alcohol, tobacco, drugs, firearms, or related material is prohibited. Clothing or jewelry relating to illegal activity is prohibited.
3. Students may not wear clothing that exposes private body parts or underwear/undergarments, including see-through garments.
4. Students may not wear clothing exposing the midriff or back while in a standing position.
5. Halter tops, spaghetti straps, strapless tops, and spandex clothing are prohibited.
6. Pajamas may not be worn to school.
7. Shorts/Skirts must come down to the mid-thigh for appropriate length.
8. Holes that are a current trend in jeans/pants that are located above the knee require a clothing layer to be worn underneath to avoid skin being exposed.
9. Shoes will be worn at all times and cannot cause excessive wear or damage to school property. Slippers of any kind are prohibited.
10. Students may not wear clothing items or accessories with sharp pieces or points which could be a safety hazard for students.
11. Students will be expected to comply with stipulations placed on them by areas of our academic/extracurricular programs that consider standards of dress as necessary parts of their program (example: field trips, athletic squads, work programs, laboratories, etc.)
12. In circumstances that might be considered dangerous to a student wearing a particular mode of dress or hairstyle (e.g. laboratory situations), the student may be required to wear special clothing or protective gear.
13. On special Spirit/Theme Days, exceptions to the above may be made. Any exceptions will be announced in advance.
14. Blankets are prohibited at school including when using District provided transportation.

Dress Code Violations and Consequences

Students who are violating the dress code at Madison-Plains Local Schools will have two options available to them in order to correct the situation. These options are as follows:

1. The student can change their clothes.
    a. If they have a different outfit, they can change at that time.
    b. If they don't have additional clothes, they can call home to have a new outfit brought to school.
    c. If they don't have additional clothes or can't contact a parent or guardian, they can borrow clothes from the main office for the day if available.
2. The student can go home.

The school administration will make the final decision regarding dress code violation. Disciplinary action may be necessary based upon the student code of conduct.

Passes (HS and JH):

A student who needs to move about the building is required to have a proper hall pass from his/her teacher and move immediately to the designated area. Students are allocated 15 passes per quarter to be used at their discretion during instructional periods. It is recommended that students use them discreetly. Students in the

hallway without a pass may be assigned detention, Wednesday School, or In-School Restriction (ISR). A student's hall pass use can be restricted at the discretion of the building administrator.
Students in the hallways without a pass may be assigned detention, Wednesday School, Saturday School or In-School Restriction (ISR).

Drills:

Fire: The fire drill signal is the ringing of the fire alarm. Fire drill procedures are posted in each classroom. Drill exit signs are posted above each door in every classroom. Fire drills are required by law on a monthly basis.
Tornado: The tornado drill signal is a broadcast over the public address system or a whistle. Tornado drills are required by law during the months of-April and May. Tornado drill signs indicating where to report are posted in each classroom.
Safety: Safety drills are conducted according to state law. Safety drills may include Shelter in Place ("Stay Put"), Lockdowns, and Evacuations.

Dances (All Buildings):

Attending dances is a privilege and not a right. 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:

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

Extra-Curricular Activities:

Extra-curricular organizations and activities occur outside of the school day. This includes, but is not limited to athletics, dances, and student organizations. Extracurricular activities that will participate in the drug testing program will include but are not limited to students who drive to school, powerlifting, marching band, and Quick Recall.

- Junior high and high school students must be in school for four academic periods in order to participate in any after school activity unless excused by administration.
- The district reserves the right to limit extracurricular participation of students meeting the state of Ohio's definition of chronic absenteeism.
- 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 extracurricular eligibility, a student must maintain a grade point average (GPA) of 1.5 and no more than one F. Eligibility will be determined by the previous nine week grading period.
- To maintain extra-curricular eligibility in grades 7-8, a student must pass at least five academic courses in the previous nine week grading period.
- Student athletes must meet Ohio High School Athletic Association Guidelines.

SECTION II - ATTENDANCE

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

Habitual Truancy:

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 the school year.

Regarding "habitual truants," the District is required to utilize the strategies contained in Board Policy.

Pick-Up Of Student/Early Release:

Students leaving a building during the school day should provide a note or an email to the school office the morning of an early release. The note should include the date, time, phone number, reason for early dismissal, and if someone other than the 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 or an email from the parent granting permission to leave school early (Phone calls will not be accepted). Leaving school without permission and/or not properly signing out constitutes an unexcused absence – it is truancy.

Absence Procedure:

Due to federal and state statutes regarding missing children, parents/guardians have a legal responsibility to **call/email the school each day the student is absent by 9:00 am.** Parent(s)/guardian(s) who fail to make the call/email will be contacted by the automated School Messenger 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/email, 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 not in their classroom **by 7:45 am**

Any time a student is not in school during school hours, those minutes and hours are counted towards their attendance record.

Tardiness Guidelines (HS and JH):

Teaching students to arrive on time is a necessary life skill. Students must be in their first-period classroom by the 7:45 am tardy bell. Tardy students must report to the office for an admit slip before reporting to class. If a student is tardy more than twice each quarter, the following sequence of consequences will occur as determined by the administrator in charge of unexcused tardies:

1. Third & Fourth Tardy- Detention. Failure to serve a detention may result in a Wednesday School
2. Fifth Tardy - Wednesday School. Failure to serve a Wednesday School may result in an ISR
3. Six or More Tardies - ISR or loss of driving privileges. May result in possible court referrals

Tardy to Class: Students who arrive to a class period (excluding first period) after the tardy bell will receive a minor referral. After five minor referrals, a Wednesday School may be assigned.

Excused Absences:

Notes or emails, written by parent/guardian only, must be sent to school within five (5) days of the absence or the absence will become a permanent unexcused absence. In accordance with ORC 3321.04, reason**s** 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 expression day (up to 3 days)
7. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
8. Drivers education (Coursework and driving test)

Absence Notification Process:

1. After seven (7) days of a triggering event, the school's principal/designee will contact the student's parent/guardian.
2. Further unexcused absences could result in a formal complaint filed with the Madison County Prosecutor.
3. 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, may 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).

Definitions:

1 school day is 6.5 instructional hours.	**Consecutive Hours**	**Hours per school month**	**Hours per school year**
Habitual Truancy	**30** without legitimate excuse	**42** without legitimate excuse	**72** without legitimate excuse
Excessive Absences	--	**38** with or without legitimate excuse	**65** with or without legitimate excuse
Chronic Absenteeism	--	--	**10%** with or without legitimate excuse

Days absent (6.5 instructional hours per school day) must be listed as UNEXCUSED in DASL.

Attendance Probation:

Students who have accumulated 30 hrs – consecutive; 42 hrs – per school month; 72 hrs – per school year, of absence will be placed on attendance probation. These total days include parental excused absences as well as prearranged vacation days and unexcused absences. Any further absences incurred after a student attains attendance probation status will require a medical excuse or approval from the principal or his/her designee. The medical excuse must be filed with the office the day the student returns to school. Parents will be notified by mail when a student is placed on attendance probation. The school district Attendance Officer will be notified when a student is placed on attendance probation.

License Suspension:

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

College Visitation Days:

Seniors are permitted to visit a college, tech school, or other post-secondary training school. Students will make arrangements for such visits through the guidance office. Three visits are permitted.

Juniors are permitted two college visits 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 the 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:

Per Board Policy of Student Absences and Excuses (JED), "The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent."

School Work Make-Up:

Work missed because of any absence must be made up. Generally, one day will be allowed for each day of absence. **It is the student's responsibility to ask for missed work**. Reports and projects assigned before the absence are due upon return. If the student is ill, requests for student work may be made by calling the school secretary.

Athletic Requirement:

Students must be in attendance for four (4) full academic periods within a school day, even with a medical excuse to be able to participate on the day of a game/practice (lunch/study skills does not count as an academic period). The principal and/or athletic director are authorized to approve an absence or tardy for extenuating circumstances.

Please refer to the Madison-Plains Student-Athlete and Parent Athletic Handbook for eligibility items based on attendance.

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 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 a 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):

1. 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.
2. Parents/Guardians may ask to meet with the Intervention Team to discuss their child’s intervention and progress.
3. 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.
4. Parents/Guardians, if dissatisfied after meeting with the principal, are asked to contact the superintendent for a conference concerning their child’s academic progress.
5. The superintendent or his designee shall determine the assignment of student placement (ORC 3301.07).
6. Parents/Guardians may appeal to the Madison-Plains Board of Education.

*Evidence of each step, 1-6, must be documented.

Parent-Teacher Conferences (K-12):

The first contact regarding your child’s education should be with the teacher. Please contact the teacher before your concern grows into a major problem. The staff will arrange to meet with you for a conference, or will have a phone conference with you. You may also be contacted when the teachers have a concern.

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

Parental Concerns:

Parental involvement, concerns, or complaints should be handled at the most appropriate level beginning with the adult immediately involved in the situation. Please follow our school chain of command when trying to resolve issues. If a conference is needed, please schedule an appointment before your visit so all parties can be available.

1. Contact and/or conference with the student’s teacher.
2. Contact and/or conference with the Principal or Assistant Principal.
3. Contact and/or conference with the Superintendent.
4. Contact and/or meet with the Board of Education.

Parents are also encouraged to resolve student matters with school transportation with the School Transportation Supervisor. The School Transportation Supervisor will communicate and involve teachers, administration, and the superintendent when appropriate.

Honor/Merit Roll (K-12):

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

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

Intervention (K-12):

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

1. 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 research based interventions to help the students become academically successful.
2. 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.
3. 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.
4. 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.

PBIS at Madison-Plains Junior High and High School:

Madison-Plains JH & HS is dedicated to being a place of mutual respect. It is an expectation that all members of the MP community - the teachers, administrators, classified staff, students, parents, or stakeholders - will follow the Madison-Plains Golden Eagle Expectations, and treat each other as they would wish to be treated themselves. It is expected that everyone on the MP campus will conduct themselves in such a fashion that everyone will feel safe and free from harassment, both physically and emotionally.

MPJH & MPHS have implemented the Positive Behavior Instruction and Support Program (PBIS) in our school. The main focus of PBIS is to provide a clear system for all expected behaviors at MP. While many members of our school community have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their roles in the educational process.

Our School-Wide Recognition and Acknowledgement system benefits ALL students who follow our school wide expectations. PBIS focuses on positive behavior. Students are taught and acknowledged for following the expectations in all areas of the school. Students must be problem solvers, act responsibly, work hard, and show respect in and out of the classroom.

The behavioral expectations are taught to all students in the building and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to other curricula. Specific behavioral expectations are stated as the MP's Golden Eagle Expectations:

★ ***Be Respectful***
★ ***Be Ready***
★ ***Be Safe***
★ ***Be Kind***

Incentives

MPLSD has designed specific incentives to recognize those students that are following expectations on a consistent basis including:

PBIS Points

PBIS points-are an incentive program designed to recognize positive behaviors on a daily basis. Teachers, staff, and administrators are responsible for awarding points through the PBIS Rewards program to students who meet and/or exceed the building-wide expectations. Points can be redeemed for a menu of items.

Green & Gold Cards

Quarterly activities/incentives are provided for students who meet PBIS expectations. These students have demonstrated that they can consistently ***Be Respectful, Be Ready, Be Safe, and Be Kind.*** In order to be eligible for the Green & Gold card students must have demonstrated the following in the previous quarter:

- No Wednesday Schools, ISRs or Suspensions
- No Missing Assignments
- Online Student Registration Forms completed
- No hours of unexcused absences
- No more than 4 unexcused tardies
- No cell phone referrals
- Non-medical documented absences cannot exceed more than 3 days (19.5 hours)

Green & Gold Card incentives:

- Entry into the quarterly MP PBIS event/field trip
- 5 additional hall passes
- 1 exam exemption

PBIS Rewards

PBIS Rewards is a PBIS management system designed to continuously recognize positive behaviors on a daily basis. Teachers, staff, and administrators are responsible for awarding student points through the PBIS Rewards program to students who meet and/or exceed the building-wide expectations. Points can be redeemed for a menu of items. Two-way communication between the parent and the school is one of the features of PBIS Rewards and can be accessed within the Parent App. The free PBIS Rewards Parent App allows parents to view their child's progress within our school's PBIS initiative. Parents can download the app from Google Play, the App Store, and Amazon Apps.

High School Academics:

Class Status:

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

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

Averaging Quarterly Grades:

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 aptitude, 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:

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:

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.
- 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:
    - The teacher must mark the work as "missing" in ProgressBook.
    - 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.
    - 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.
    - 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.
    - If a contract is broken, the student must meet with the building administrator.
    - 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.
    - For summative tasks, a student may be required to attend compulsory work sessions at a time and place determined by the building administrator.

ICU (JH/HS):

lCU stands for Intensive Care Unit, just like in a hospital, but for student grades. ICU is an academic support system for students and a communication tool for teachers and parents. The system is built around a school-wide electronic database that tracks missing assignments. ***Every student completes every assignment*** is the foundation of this program.Students with missing or poor-quality assignments have their names placed on an ICU list that all staff members can view.
If your child's name is placed on the ICU List:

- You will receive a text and/or an email message.
- Your child will be given an opportunity to complete the assignment on his/her own.
- If the work remains unfinished, additional arrangements may become necessary for your child to complete the assignment (e.g., "Extra Time, Extra Help," during lunch or after school).
    - Any student with 5 or more missing assignments will be provided with extra time during lunch to complete the assignments.
    - Any student with 10 or more missing assignments will be assigned Extra Time Extra Help after school on Wednesdays from 3:00 pm to 5:00 pm.
- You will receive a text and/or email when the assignment is completed.

"Incomplete" Grades:

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.

1. 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.
2. When there is insufficient evidence of learning to report a quarterly grade an Incomplete ("I") will be used for reporting student achievement.
3. 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. Failure to complete all assignments may result in an "F" in the class and credit being denied.

Extra Credit:

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 extra-curricular 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:

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 point 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.

Grade Replacement:

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.

National Honor Society:

The National Honor Society (NHS) embraces a high standard of scholarship, leadership, service, and character. The basic rules of membership are established at the national level. In order to be eligible for NHS, a student must have completed at least 3 semesters of school and obtained a cumulative GPA of at least 3.5. Beginning with the class of 2029, National Honor Society will be for junior and senior students only. (The current year's sophomore class will still be eligible to participate). 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:

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 (Work Permit) can be issued to students over the age of 16 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, and finally, through the local Court of Common Pleas, Juvenile Division.

Early Release Qualifying Criteria:

Please refer to the Madison-Plains Course Description Guide for eligibility into the Early Work Release program Capstone Job Placement Program.

College Credit Plus (CCP):

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 transcripted 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. Refer to Board Policy IGCH-R.

Flexible Credit:

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

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

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

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

Physical Education:

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

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

High School Schedule Change Policy:

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

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

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

Reasons for changing a schedule:

1. The student is scheduled for a class he/she already passed.
2. A scheduled class conflicts with another class required for graduation.
3. The student schedule conflicts with 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:

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%.

State Testing:

Students are required to take State Performance-Based and End of Year Exams in English 10, Algebra I, Geometry, US History, US Government, and Biology. 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):

Specific test dates will be available on the district's website.
Below is a list of district and state test that are given each year:

Test	Test Month	Grade
Ohio's State Test in ELA	October	3
High School EOC Retakes	December	10-12
Ohio English Language Proficiency	February - April	K-12
Kindergarten Readiness Assessment	August – September	K
Alternative Assessment for Students with Cognitive Disabilities	February - April	3-12
Ohio's State Test in ELA Math, Science and SS	March - May	3-12
Inview	March	2, 6
PSAT/NMSQT	October	10
ASVAB	November	11
ACT	See ACT website	9-12
SAT	See SAT website	9-12
AP Gov Test	May	11-12
AP Calculus Test	May	12

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
- Show competency and readiness as established by the State of Ohio (see below).
- 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.

<table>
<tr><th>Requirements
(Total 22 credits)</th><th>9th Grade</th><th>10th Grade</th><th>11th Grade</th><th>12th Grade</th></tr>
<tr><td>4 credits of
Math[1]</td><td>Algebra I or
Geometry
as assigned</td><td>Geometry or
Algebra II
as assigned</td><td>Algebra II or PreCalculus
or
Transition to College Math
as assigned</td><td>PreCalculus or
AP Calculus or
Transition to College Math</td></tr>
<tr><td>4 credits of
English</td><td rowspan="2">English I and
Civics I-Amer. History
American History and
English Literature;
2.0 credits</td><td rowspan="2">English II and
Civics II-World History
World History and
English Literature;
2.0 credits</td><td>American Literature</td><td>British Literature or
Media Literacy or
CCP Composition</td></tr>
<tr><td>3 credits of
Social Studies[2]</td><td>American Government or
AP American Government</td><td>World Geography or
CCP Western Civilization
or
CCP American History</td></tr>
<tr><td>3 credits of
Science[3]</td><td>Physical Science
unless assigned Biology</td><td>Biology
unless taken in 9th grade</td><td>Chemistry or Physics or
Biology 2 or Anatomy and
Physiology</td><td>Chemistry or Physics or
Biology 2 or Anatomy and
Physiology</td></tr>
<tr><td>1 credit of
Fine Arts</td><td colspan="2">Students can fulfill the Fine Arts credit through Music or Visual Arts.
Students are encouraged to meet this requirement prior to their senior year.</td><td></td><td></td></tr>
<tr><td>0.5 credit of
Physical Education[4] and
0.5 credit of Health</td><td>Co-ed Phys Ed 1
0.25 credit
Co-ed Phys Ed 2
0.25 credit</td><td>Health
0.5 credit</td><td></td><td></td></tr>
<tr><td>0.5 credit of
Financial
Literacy</td><td></td><td>Personal Financial
Management
0.5 credit</td><td colspan="2">Students in the graduating classes of 2023 and beyond 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</td></tr>
<tr><td>minimum of 5.5
credits of Electives</td><td colspan="4">Physical Education and Health classes may not be used to meet the state required minimum of 5.0 elective credits.
Students may earn credit for Advanced courses in Physical Education and Health beyond 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.
It is recommended that students pursuing College Readiness take a minimum of two years of Foreign Language.</td></tr>
</table>

[1] 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.

[2] 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.

[3] 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.

[4] 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:

Students can show competency through one of the following options:

1. Earn passing scores on Ohio's high school Algebra 1 and English II tests.
2. Demonstrate two career-focused activities.
3. Enlist in the military.
4. Complete college coursework through the College Credit Plus program.

Seals:

Students show readiness by obtaining two graduation diploma seals. At least one of the two seals must be Ohio-designed.

Ohio-Designed Seals

OhioMeansJobs Readiness Seal, Industry-Recognized Credential Seal, College-Ready Seal, Military Enlistment Seal, Citizenship Seal, Science Seal, Honors Diploma Seal, Seal of Biliteracy, Technology Seal

Locally-Designed Seals

Students can utilize one of the following locally-designed seals in place of an Ohio-designed seal.

Community Service Seal

While in high school and **in addition to** the community service graduation requirement, the student will: Complete 30 or more hours in a sustained community service experience or project outside of school hours. This experience is to be approved by the principal, documented by the student, and verified by a supervising adult who is not related to the student.

Fine and Performing Arts Seal

While in high school, the student will demonstrate skill in the fine or performing arts by:

- Earning 3 or more fine arts credits and achieving at least one of the following:
    - Earn a cumulative GPA of 3.0 or higher in all fine arts courses; or
    - Participate in 3 or more adjudicated performances, art shows, contests, or Drama Club productions

Student Engagement Seal

While in high school, the student will participate in extra-curricular activities such as athletics, clubs, or student government to a meaningful extent by completing at least one of the following:

- Actively participate as an athlete in at least 3 seasons of the same school sport;
- Actively participate in 3 seasons of school athletics as a team manager, statistician, or videographer;
- Actively participate in 3 seasons/years of a school club or organization; or
- Actively participate in a combination of 4 seasons/years of the above activities.

The length of a team or club's season/year is determined by the coach or advisor. "Active participation" is defined and verified by the coach or advisor.

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.

Summer School

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

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.

Ohio Core Opt Out

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

Community Service:

The Madison Plains High School Community Service graduation requirement supports the belief that students benefit from the opportunity to make meaningful connections and enrich the lives of others by performing service for their community without receiving any external reward or financial benefit. This requirement is intended to assist students in becoming educated citizens within a safe and successful community. This requirement involves students working on a VOLUNTARY basis in non-profit agencies, the public sector or educational institutions. Twenty (20) hours of voluntary community involvement are required of each student that graduates from Madison Plains High School. We are recommending that students complete at least five hours of community service a year.

Students that enter Madison Plains after their freshman year will be prorated with the hourly requirement. (Example: A student enters MP their Junior year. They will be required to perform ten hours of community service. 5 hours for Junior year and 5 hours for Senior year.) Students are highly encouraged to complete this requirement early in their high school career but MUST be completed by May 1st of their graduating year. Community service hours must be logged online on the Community Service hours form. See link below for more information.
https://www.mplsd.org/Downloads/Community%20Service%20Graduation%20Requirement2.pdf?v=36

Criteria for Diploma with Honors:

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Diploma with Honors requirements pre-suppose the completion of all high school diploma requirements. Students must meet all but one of the criteria listed on the following page to qualify for an Honors Diploma. Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma. See links below for more information.
Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma (includes dance, drama/theatre, music and visual art)
6. Social Science and Civic Engagement Honors Diploma

Ohio | Department of Education

Ohio High School Honors Diploma

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains [4] equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of [2] advanced science	4 units, biology, chemistry, and at least one additional advance science[2]	4 units, including two units of advanced science[2]	5 units, including two units of advanced science[2]	3 units, including one unit of advanced science[2]	3 units, including one unit of advanced science[2]
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum[3]	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics

GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on 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/[1] WorkKeys	N/A	27 ACT/1280 SAT[8]	27 ACT/1280 SAT[8]	27 ACT/1280 SAT[8]/WorkKeys (6 Reading for Information & 6 Applied Mathematics)[7]	27 ACT/1280 SAT[8]	27 ACT/1280 SAT[8]	27 ACT/1280 SAT[8]
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus[5]	Complete a field experience and document the experience in a portfolio specific to the student's area of focus[5]	Complete a field experience and document the experience in a portfolio specific to the student's area of focus[5]	Complete a field experience and document the experience in a portfolio specific to the student's area of focus[5]	Complete a field experience and document the experience in a portfolio specific to the student's area of focus[5]
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts[6]	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts[6]	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts[6]	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts[6]	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts[6]
Additional Assessments	N/A	N/A	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

OTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas

NOTES:
Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre--suppose the completion of all high school diploma requirements in the Ohio Revised Code including: ½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

[1] Writing sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.
[2] Advanced science refers to courses that are inquiry--based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry--level college course (clearly preparing students for a college freshman--level science class, such as anatomy, botany, or astronomy).
[3] Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post--secondary credit.
[4] The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.
[5] Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.
[6] 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 portfolio 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.
[7] Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.
[8] These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website. Tables to concord SAT assessments taken prior to March 2016 can be found here.

Academic Honors Diploma

New Honors Diploma Requirements

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Each of these criteria go beyond the standard requirements for a diploma for the classes of 2023 and beyond. Students must meet general graduation requirements and complete the requirements outlined below to qualify for honors diplomas. Students may replace one requirement of either 4, 5 or 6 with a "Student Strength Demonstration." The previous requirements to earn an honors diploma are also available for students in the classes of 2023-2025.

ACADEMIC HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Science	One additional unit Advanced Science
3 Social Studies	One additional unit Social Studies
4 World Languages	Three sequential units of one world language, or no less than 2 sequential units of two world languages studied
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT	ACT: Score of 27 or higher, SAT: Score of 1280 or higher
7 Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
8 Experiential Learning	Field Experience, OhioMeansJobs Readiness Seal*, Portfolio or Work-Based Learning

*Students can use OMJ Readiness Seal in 2 additional seals requirement if it is not used in Experiential Learning.

Career Tech Honors Diploma

New Honors Diploma Requirements

High school students can gain state recognition for exceeding Ohio's graduation requirements through an Academic Honors Diploma. High-level coursework, college and career readiness tests and real-world experiences challenge students.

Students must meet **all but one** of the following criteria. Each of these criteria go beyond the standard requirements for a diploma for the classes of 2023 and beyond. Students must meet general graduation requirements and complete the requirements outlined below to qualify for honors diplomas. Students may replace one requirement of either 4, 5 or 6 with a "Student Strength Demonstration." The previous requirements to earn an honors diploma are also available for students in the classes of 2023-2025.

CAREER TECH HONORS DIPLOMA

Requirements	State Minimum
1 Math	Fourth math must be > Algebra 2
2 Career-Tech Coursework	Four units of Career-Tech Courses
3 Career-Tech Proficiency	Earned a cumulative score of proficient or higher on the technical assessments aligned to their program
4 World Languages	Two units of one world language
5 GPA	3.5 on a 4.0 scale
6 ACT/SAT/Workkeys	ACT: Score of 27 or higher, SAT: Score of 1280 or higher Workkeys: Earn a score of six or higher on all three sections of the WorkKeys assessment.
7 Industry-Recognized Seal or Technology Seal	Meet requirements to earn the Industry Recognized Credential Seal or Technology Seal
8 Experiential Learning	Field Experience, OhioMeansJobs Readiness Seal, Portfolio or Work-Based Learning

Student Strength Demonstration Replacement

Students can use the Student Strength Demonstration to replace one of either the **ACT/SAT, GPA *or* World Language** requirement for any Honors Diploma. The Student Strength Demonstration options are listed below. The same options exist for each of the six honors diplomas* but, where relevant, should reflect coursework or experiences relevant to the theme of the Diploma. For example, a student earning the Academic Honors Diploma and using the College Credit Plus option to replace another requirement for the diploma should have College Credit Plus courses relevant to the Academic Honors diploma.

OPTIONS:

- College Credit Plus: 12 total College Credit Plus credit hours
- Advanced Placement: three courses with score of 3 or higher on AP tests
- Career-Technical Assurance Guide (CTAG): 12 total credits
- Apprenticeship/Pre-Apprenticeship: Completion or Evidence of Acceptance if required to be older than 18
- WorkKeys: Score of 6 or higher on all tests (*void for Career-Tech Honors Diploma)
- Armed Services Vocational Battery: Score of 50 or above on the ASVAB
- Work-Based Learning: 250 total hours of work-based learning

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 unless previous arrangements are made with administration. Participation in commencement ceremonies is a privilege.** Denial to participate in commencement may be exercised if personal conduct warrants.

Red Cross Honor Cord: Each senior making a donation three times in their high school career 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.

Valedictorian/Salutatorian/Class Ranking:

Valedictorian/Salutatorian: Please refer to Madison-Plains Course Description Guide to determine selection of Valedictorian and Salutatorian.
Class ranking is determined by weighted grade point average.

SECTION V - CELL PHONE POLICY

Ohio law requires schools and districts to adopt local policies that:

- Emphasize the elimination of student cell phone use during school hours.
- May permit students to use cell phones or other technological devices to monitor or address a health concern.

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education has determined the use of cell phones by students during school hours should be limited.

The objective of this policy is to strengthen Madison-Plains' focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

Since cell phones are not permitted during the school day, parents/guardians may call the school office (K-6: 740-490-0610, 7-12: 740-852-0364) to contact your student. DO NOT contact your student by cell phone during the school day.

Research:

Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability:

This policy applies to the use of cell phones by students while on school property during school hours.

Use of Cell Phones:

Students are prohibited from using cell phones during the school day (7:45 am - 2:50 pm), including lunch.

Exception:

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794.

Cell Phone Storage:

Cell phones are not to be visible or turned on during regular school hours. Students shall keep their cell phones in a secure place, such as the student's locker or a storage device provided by the district if available, at all times when cell phone use is prohibited. The school is not responsible for lost or stolen cell phones.

Discipline:

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

1. Place the student's cell phone in the school's main office for the remainder of the school day. Violation will be documented in Branching Minds (K-6) or PBIS Rewards (7-12).
2. Place the student's cell phone in the school's main office to be picked up by the student's parent or guardian during a conference with school administrators to discuss the student's cell phone use. Violation will be documented in Branching Minds (K-6) or PBIS Rewards (7-12).
3. Place the student's cell phone in the school's main office to be picked up by the student's parent or guardian. Violation will be documented in Branching Minds (K-6) or PBIS Rewards (7-12). Follow the progressive discipline model for repeated violations as outlined in the Student Code of Conduct (Section IX - General Code of Conduct and Rules - Disciplinary Action).

SECTION VI - TECHNOLOGY PRIVACY AND ACCEPTABLE USE POLICY

1.0 Overview

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

2.0 General Guidelines

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, or threatening language.
2. Do not share personal account information or allow others to use your account.
3. Do not reveal personal information unless it is for educational purposes with trusted individuals/agencies.
4. Using technology resources to participate in Cyber-Bullying is not permitted. "Cyber Bully" means any threats, harassment, or intimidation of another person through the use of technology.
5. Do not violate any copyright or similar laws or regulations, including, but not limited to those of magazines, books, music, the installation or distribution of "pirated" software, or software not appropriately licensed.
6. Do not buy or sell anything through the use of technology while using or on district property.
7. Do not assume someone that sends an email is giving his or her permission for you to forward or redistribute the message.
8. Access to 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.
12. Students do not attach stickers or decorations on the school issued device.

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 generational 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 an individual who did not specifically request such material (email/spam).
7. Be considerate when sending attachments with email (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 cyberbullying 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 Director.

7.0 Madison-Plains Local School District 1:1 Technology

The Madison-Plains Local School District is pleased to be able to offer our students access to a Chromebook to advance their education. We are dedicated to supporting the appropriate technology which enhances the instruction from our dedicated teachers, unlocks our students' potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook and associated items that were issued to you by the Madison-Plains Local School District. The student must turn in a signed copy of the Chromebook Student Agreement and Internet Acceptable Use Agreement and pay school fees to receive a Chromebook.

The Chromebook and associated items will be covered under warranty for one incident per school year. This warranty covers unintentional breakage, lost/broken associated items, and other accidental damage. Students are responsible for all physical damage done to their Chromebook. Students are responsible for the charging unit as well. Students may NOT purchase a charging unit. If a student loses a device or associated items, they will be

responsible for the cost of replacement of the item if it was not reported within two days. The student still may be responsible for the replacement even if reported within two school days if it is found that it is no longer on campus. Listed below are the cost for repairs and replacement parts. The cost below includes both parts and labor that will be billed to the student:

Replacements Parts by Device Model	Lenovo Gen 2	Acer 314-2H	HP 14A G5
Total Chromebook Replacement	$250	$180	$54.89
LED Screen/Panel	$42.89	$23.89	$18.89
LCD Top Cover	$18.89	$28.89	$19.89
Bottom Chromebook Housing	$17.89	$28.89	$4.89
Palm rest for keyboard and trackpad	$47.89	$47.89	$47.89
Max always on carry case	$10	$10	$10
Chromebook Power/Charger	$16.89(65 Watt)	$16.89(65 Watt)	$16.89(65 Watt)
LCD Bezel	$18.89	$16.89	$8.89
Misc Parts(Motherboard, hinge caps, etc)	$6 to $256.89	$6 to $159.99	$37.89
Headphone Replacement	$15.00	$15.00	$15.00

Replacements Parts by Device Model	Lenovo Gen 3	Acer 511 C736T
Total Chromebook Replacement	$310	$350.00
LED Screen/Panel	$42.89	$62.95
Top Chromebook Housing	$47.89	$24.89
Bottom Chromebook Housing	$18.89	$16.89
Palm rest for keyboard and trackpad	$44.89	$56.89
Max always on carry case	$10	$10
Chromebook Power/Charger	$16.89(65 Watt)	$16.89(65 Watt)
LCD Bezel	$14.89	$8.89
Misc Parts(Motherboard, hinge caps, etc)	$9.95-$284.89	$6.95-$259.89
Headphone Replacement	$15.00	$15.00

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 photographs, images and/or video taken of students for use in materials such as newsletters and brochures, videos, and digital images such as those on the 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 news releases.

SECTION VII – DISTRICT MANAGED TRANSPORTATION GUIDELINES

Welcome to the Madison-Plains Local School District Transportation Program.

The Madison-Plains Local School District Transportation Department provides transportation to students from grades PS to 12. Madison-Plains provides transportation to all eligible students in the district. Our main goal is providing safe, efficient, and effective transportation to our students and families.

Due to the national bus driver shortage, bus passes will not be permitted. Emergency situations will be considered. Please read the information below and discuss bus safety both on the bus and at bus stops with your student/students. If you have any questions, please contact the transportation department at (740) 490-0655 or by email @ transportation@mplsd.org

General Information:

The Madison-Plains Local School District provides transportation to all eligible students. The overall rules and regulations for the transportation of students are covered by the Ohio Pupil Transportation Operation and Safety Rules adopted by the Ohio Department of Education.

The school district will provide parents and students with an initial bus schedule and pick up location. This schedule and location may change throughout the school year. Your student will be notified of any change. Depending on your child's age, this communication may occur to the parent, to the student or both. These changes may occur throughout the year as a result of changes in the number of students riding on a specific school bus route.

Arrival Times:

Buses will arrive at schools about 10 to 20 minutes prior to the established starting time.

Dismissal:

Buses will depart anywhere from 5 to 20 minutes after dismissal time for all schools. Once bus drivers depart campus, if a student misses their assigned bus, parents/guardians will be required to pick the student up from school. The driver will not return to campus to get students.

Consolidated/Cluster Stops:

When possible, the school district will establish, in safe locations consolidated/cluster stops for all students. Students residing in the outer lying portions or our districts, will be picked up and dropped off from their homes.

Bus Pick-up:

Students are expected to be waiting at his/her designated bus pick-up location prior to the arrival of the school bus. The bus picking up students is not required to wait for students to walk from their homes or other locations in order to meet the bus. When a student is not waiting at the bus stop, a delay is created for students riding on the bus later in the route. Therefore, in order to provide a uniform service to all students, it is necessary for students to be waiting at the bus stop. Students are encouraged to be at the bus stop 5 minutes prior to the bus's scheduled arrival time. The school bus will not return to a pick-up location or to a dismissing school for a student that has missed the bus.

In addition, if your student does miss the bus, please do not put them in your car and follow the bus to the next scheduled stop. Drivers are trained to stop the bus at all pick-up and drop-off locations behind the actual bus stop location; this allows the driver to have all of the students in front of the bus. When parents follow the bus and drop students off behind the bus, the driver having limited visibility may not see them, creating a safety hazard for your student(s).

If your student has not been using their assigned bus stop, after FIVE days, the driver will no longer stop. Please contact the transportation department to reactivate the use of the stop.

School Responsibility:

The school district is responsible for student behavior from the time the student boards the school bus until the student exits the school bus. The school district is not responsible for the behavior or safety of students while waiting for the arrival or after the students exit the school bus.

Eating and Drinking:

Eating and drinking on the bus are prohibited. Food allergies are a concern as well as proper hygiene Bright Bites boxes are required to be handed to the bus driver in the afternoon when entering the bus. The driver will distribute them back to students when they exit at their designated stop.

Personal Belongings:

Any personal items brought onto the bus must be in an enclosed case or bag. The item(s) must be able to fit on a student's lap. The aisles must remain clear for safety reasons. Permission must be obtained from the bus driver and/or the transportation supervisor for any item(s) that does (do) not fit on the student's lap. This provision includes musical instruments and blankets.

Unauthorized Passengers:

Only students who are eligible for transportation through Madison-Plains Local School District are permitted on the bus. If an unauthorized individual enters a school bus, contact will be made with the appropriate law enforcement agency.

Length of Bus Ride:

There is no limitation on the amount of time or distance that a student rides to or from school. However, the school district will endeavor to limit the ride time for each student.

Video Security Cameras:

Video security cameras are installed on all Madison-Plains Local School District buses/vans.

Bus Evacuation Drills:

The school district will conduct three bus evacuation drills during the course of the school year. There will be a front door evacuation, a rear door evacuation and a split door evacuation.

Weapons:

All weapons are prohibited on school buses.

School Drop-Off and Pick-Up Procedures:

Individual schools will have specific procedures and guidelines for parent drop-off and pick-up. Please consult the individual building.

Rules while Riding the Bus:

In addition to the school district's Student Code of Conduct the following rules apply when students ride the bus.

School Bus Safety Rules:

- Pupils shall arrive at the bus stop up to 5 minutes prior to the scheduled pick up time.
- Pupils must wait in a location clear of traffic and away from the bus stop.
- Behavior at the school bus stop must not threaten the life, limb or property of any individual.
- Pupils must go directly to an available or assigned seat.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct rules and obey the driver promptly and respectfully. ▪ Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons. If a medical condition exists, the transportation department must have proof from your healthcare provider.
- Pupils must not use tobacco or vaping devices on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus including prescription medication.
- Pupils must not throw or pass objects from or into the bus.
- Pupils may carry only objects on the bus that can be held on their lap.
- Pupils must board and exit the bus at their assigned location unless permission has been provided to the driver by a parent or a school administrator.
- Pupils must not put any part of the body out of the bus windows.
- Electronic devices may be used on the bus providing they are utilized quietly and the music or content is not inappropriate.
- Public displays of affection are not permitted on the school bus.
- Students must be quiet at all railroad crossings.
- Toys are discouraged from all district managed transportation.
- Students are reminded while riding any Madison-Plains district managed transportation his/her behavior will be subject to the Student Code of Conduct.

Students with concerns about any aspect of district managed transportation must take any concerns to the transportation supervisor or the building administrators. 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 of the district managed transportation guidelines. Students who violate the transportation guidelines will be subject to a one, three, five, ten day or semester suspension.

Possible Conduct Report Consequences:

First bus conduct report……..……...…Warning
Second bus conduct report……..….Parent conference and school issued disciplinary consequence
Third bus conduct report……. One day bus suspension
Fourth bus conduct report……....……... Three day bus suspension
Fifth bus conduct report…….……..... Five day bus suspension
Sixth bus conduct report…….. Ten day bus suspension
Seventh bus conduct report…….Semester bus suspension

Please note: If your child is suspended from the bus, you will be notified by the district. Students who are suspended from the bus and do not attend school will be charged with an unexcused absence. 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.

Board of Education Policy Regarding Transportation:

The policy adopted by the Madison-Plains Local School District regarding transportation will be available on the district's website.

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

The Ohio Revised Code prohibits the administration of any medication (prescription or over-the-counter) including, but not limited to cold remedies, Tylenol, poison ivy relief medication, topical applications, asthma inhalers, etc. It shall not be a 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.**

Illegal Substances:

Possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this Code of Conduct.

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, chemical odor, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for the particular student.

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

The following procedure will be used in implementing this policy:
First Offense:

1. The principal may suspend the student for a period up to ten (10) days.
2. The principal will notify the parent(s)/guardian(s) in writing with the Notice of Suspension document.
3. The principal will notify the Madison County Court of Common Pleas, Juvenile Division.
4. The principal will notify a nurse and counselor.
5. The principal may recommend to the superintendent that the student be expelled unless the following procedure is followed:
    a. 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.
    b. 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.

c. 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:

- 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.
- 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.
- Any substance that is represented to be a controlled substance, but is not a controlled substance or is a different substance.
- 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. The principal will contact parent(s)/guardian(s) to arrange a conference.

C. The principal will notify the proper authorities.

D. The principal will notify the nurse/counselor.

E. 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.

A. 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.

B. The principal will notify the parent(s)/guardian(s) in writing, using the Notice of Suspension Form.

C. The principal will refer the case to the Madison County Sheriff's Department and Juvenile Court, for court referral.

III. 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.

A. 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.

B. 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.

C. When confronted with students seeking help, the administration shall:

1. Exercise judgment and confidentiality but may notify parents, guardian, or custodian.o
2. Seek guidance from the appropriate agency.
3. 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 IX - GENERAL CODE OF CONDUCT AND RULES – DISCIPLINARY ACTION

STUDENT CODE OF CONDUCT AND DISCIPLINARY ACTION:
The Board of Education and the Superintendent are required to establish written policies, rules, and regulations of general application governing school conduct in all schools. In addition, Principals, by law, are permitted to make rules, policies and regulations of a temporary or permanent nature to cover unforeseen circumstances that are inconsistent with those of the Board of Education or not posted in the Madison-Plains Student/Parent Handbook. Just because a specific violation is not mentioned in the Student Code of Conduct does not mean there will not be a consequence. 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.

Wednesday School

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

Saturday School

- Absence from Saturday school 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.
- **Appeal to the Board** - Should a student or a student's parent(s) choose to appeal the principal's suspension, he/she must do so within 10 calendar days of the notice of suspension. The appeal shall be in writing and made to the Superintendent. If dissatisfied with the Superintendent's decision, an appeal may be made to the Board. At the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.
- **Appeal to the Court** - Under State law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

Expulsion

- 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 not receive credit for academic work during the period of the expulsion.
- **Appeal to the Board -** A student or a student's parent(s) may appeal the expulsion by the Superintendent to the Board or its designee. The expulsion appeal must be within 14 calendar days after the notice of intent to expel was provided to the student, parent, guardian or custodian. The appeal request shall be in writing to the Treasurer and at the request of the student or of the student's parent(s) or attorney, the meeting may be held in executive session. The student may be represented in all such appeal proceedings and is granted a hearing before the Board or its designee. All witnesses are sworn and a verbatim record is kept of the hearing. The decision of the Board shall be acted upon at a public meeting. The student may be excluded from school during the appeal process.
- **Appeal to the Court -** Under State law, the decision of the Board may be further appealed to the Court of Common Pleas. Any student who is expelled from school for more than 20 days or into the following semester or school year is referred to an agency that works towards improving the student's attitudes and behavior. The Superintendent provides the student and his/her parent(s) with the names, addresses and telephone numbers of the public and private agencies providing such services.

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.

Madison-Plains will follow a progressive discipline model for students who exhibit the same behaviors multiple times and have repeated violations of the Student Code of Conduct.

LEVEL 1: BEHAVIOR – Conduct which impedes the orderly operation of a classroom or school.
Multiple offenses in Level 1 may automatically place a student in 2F – Insubordination.

BEHAVIOR	DEFINITION	POSSIBLE DISCIPLINARY ACTIONS
1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration.	● Verbal Warning and documentation ● Detention ● Wednesday School ● In-school Restriction (ISR) ● Out-of-school Suspension (OSS) ● 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. ***JH/HS**** *Level 1 behaviors may result in:* ● *Minor Referral* ● *Lunch Detention* ● *Other disciplinary action listed above* **Note - 5 minor referrals in 1 quarter results in a Major Referral. Major referrals may result in a Wednesday School.*
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 2nd offense.	
1E Failure to serve detention (includes lunch detentions)	Failure to serve an assigned detention including Detention.	
1F 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, AI).	● "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 ● Wednesday School ● ISR ● OSS ● Suspension from extra-curricular activities ● Verbal reprimand ● Counseling referral (at expense of parent/guardian) *****JH/HS***** *Level 2 behaviors may result in:* ● *First Offense - Major Referral and Wednesday School* ● *Second Offense - 1 Day ISR* ● *Third Offense - 3 Days ISR* ● *Repeated Offenses - Progressive OSS* ● *Other disciplinary action listed above*
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 - 2901.22)	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,class or bus disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity. Misconduct on the bus that negatively impacts the safety of others.	
2I Class Cutting	A student shall not deliberately cut class.	
2J 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.	
2K 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.	
2L Photographs/videos taken with electronic devices	Photographing or video recording anywhere on school premises is prohibited.	
2M Defacing property	Defacing of public or private property or the school, its staff or other students' property or equipment. The damage has altered the appearance of the property and can be removed, by routine cleaning, to restore it back to its original appearance.	

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 extracurriculars *****JH/HS***** *3B - Fighting may result in:* ● *First Offense - 3 Days OSS* ● *Second Offense - 5 Days OSS* ● *Third Offense - 10 Days OSS* ● *Other disciplinary action listed above* *3F - Tobacco Products, including vapes, may result in:* ● *First Offense - 1 Day ISR and 3 hour vape intervention course* ● *Second Offense - 3 Days OSS* ● *Third Offense - 5 Days OSS* ● *Other disciplinary action listed above* *3I - Profanity towards staff may result in:* ● *First Offense - 3 Days OSS* ● *Second Offense - 5 Days OSS* ● *Third Offense - 10 Days OSS* ● *Other disciplinary action listed above*
3B Physical Conflict	Physical conflict between students, words/actions that provoke a fight (including "ragebaiting") 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 and Nicotine Products/vapes (ORC 3313.751)	Using or possessing any tobacco or vaping product, lighter, matches or other related materials. Smoking of electronic cigarettes, "vapor devices", and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.	
3G Vandalism	Destruction or defacing of public or private property or the school, its staff or other students' property or equipment. This damage cannot be removed by routine cleaning.	
3H Computer Technology and Tampering	School Technology Privacy and Acceptable Use Policy in Parent/Student Handbook, Section VI.	
3I Profanity towards staff members	Profanity or obscene language, written or verbal, including use of gestures, signs or personal slurs towards staff member.	
3J 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 ACTIONS TO BE TAKEN
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 • 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, transmission, having the odor on the breath or person 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, sward 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.	
4F Threat of School Violence	Making a threat of school violence, school shooting, or any activity or other threat that may create a disturbance in the educational environment including hit lists.	

FERPA PRIVACY ACT

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

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

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

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

- School officials with legitimate educational 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, dates of attendance, date of graduation, participation in officially recognized activities and sports, and if a member of an athletic team, weight and height 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.

The School District follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, military recruiters, or other parties, should contact the school counseling office to complete the necessary forms.

CHILD FIND

1. 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:
    a. Children attending private schools, including children enrolled in parochial schools;
        i. 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.
        ii. 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.
    b. Highly mobile children with disabilities (such as migrant and homeless children); and
    c. Children who are suspected of having a disability and being in need of special education, even though they are advancing from grade to grade.
2. 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.
    a. The notice shall be given in the native languages of the various population groups within the school district.
    b. 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:
        i. 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;
        ii. 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
        iii. 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.
3. Each school district shall maintain an Education Management Information System (EMIS) and submit data to the Ohio Department of Education.
4. 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.
5. 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:
    a. The identification of children with disabilities, including the identification of children with disabilities in accordance with a particular impairment, and
    b. The placement in particular education settings of these children;
    c. 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.
    d. The school district shall, if appropriate, revise its practices used in the identification or placement of children with disabilities.
6. The collection and use of data to meet the requirements of this rule are subject to the confidentiality requirements in Rule 3301-51-04 of the Administrative Code.

STUDENT/PARENT HANDBOOK ACKNOWLEDGMENT

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

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

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

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

_____ _____

Parent/Guardian Signature ***Date***

_____ _____

Student's Signature ***Date***

I have received an alternative form of the Board approved *Student /Parent Handbook*.
I have read and understand its contents completely.

_____ _____

Parent/Guardian Signature Date

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

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

_____ _____ ***Parent Signature Date***

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

GOLDEN EAGLE ATHLETIC BOOSTER CLUB

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

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

GOLDEN EAGLE MUSIC BOOSTERS

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

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

GOLDEN EAGLE ACADEMIC BOOSTER CLUB

WHO WE ARE... The Madison-Plains Scholastic Boosters is a charitable organization with the general purpose of fostering academic excellence within the Madison-Plains High School community. *Specific purposes include:*
1. Promote and recognize outstanding scholastic achievement in the Madison-Plains High School. 2. Raise funds and dispense these funds to support qualifying organizations and individuals in academic activities.
3. Encourage participation in interscholastic competition.
4. Enhance community awareness and support for academic excellence.

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

MADISON-PLAINS LOCAL SCHOOLS

Home of the Golden Eagles

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Website - WWW.MPLSD.ORG