



**Student & Parent Handbook  
(Grades 6 - 8)  
2024-25**

**Madeira Middle School  
6612 Miami Ave., Cincinnati, OH 45243  
Phone: (513) 561-5555 Fax: (513) 272-4145  
Website: [www.madeiracityschools.org](http://www.madeiracityschools.org)**

**Mrs. Nicole Huelsman: Principal  
Mr. Kyle Jepson: Assistant Principal**

**WELCOME TO MADEIRA MIDDLE SCHOOL**

**Madeira Middle School Handbook  
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## **Dear Middle School Students and Parents,**

On behalf of everyone at MMS, I would like to welcome you to a new school year. We hope you are looking forward to the many opportunities that middle school has to offer. We take pride in working hard in an environment where everyone feels welcomed, included, and valued and we respect one another's differences. Middle school is an exciting time!

It is a time to be curious, take risks, and explore. We offer many cross-curricular opportunities for students to apply their knowledge and problem solve. It is three years of continuous growth, academically, socially, and emotionally and we want to support you through every step. We want you to discover new interests, make new friends, and develop healthy habits that will support you through high school. Our goal is to work with each child and teach the academic, social, and emotional skills to help students be successful at school and also in life. Parents, as you have questions or concerns, please do not hesitate to reach out. We hope you see MMS staff as a collaborative team, that is here to work with you and your family. Students, as you have questions, concerns, or ideas, talk to your teacher, the school counselor, or come see us in the office. Your voice is so important to us.

Our goal is to continue to get better each day. We are always learning at MMS, both staff and students alike. With new experiences and challenges, comes opportunities to grow. We build off of the Madeira City Schools Culture Playbook and believe that through accountability and action, combined with care and connections, middle school can be a wonderful experience for everyone.

This handbook serves as a reference guide for students, parents, and faculty. It contains policies, rules, regulations, and helpful information so you can understand many of the routines and procedures at MMS. Please read through the handbook together – parents and students – and let us know if you have any questions.

We hope that we can work together to make this a great school year for everyone!

Sincerely,

**Nicole Huelsman**  
**Principal**

## **The Madeira City Schools Mission Statement**

In partnership with parents and community, Madeira City Schools provides and promotes a positive learning environment that challenges each learner to achieve full academic potential for excellence and be a responsible, educated, and caring individual now and in the future.

### **Philosophy**

We believe that all students at Madeira Middle School are learners whose needs are best met when home and school work in close cooperation and strive to provide an atmosphere that nurtures, challenges and develops the total child. It is our goal that all students will achieve their maximum potential, enabling them to become contributing members of society and lifelong learners.

### **MADEIRA MIDDLE SCHOOL MISSION**

- Madeira Middle School offers a total educational experience for students in grades six, seven, and eight.
- Madeira Middle School is designed as a bridge between the elementary and high school.
- The educational program is designed to focus attention on mastering basic skills and the involvement of each student and staff member in a community of learners. This is a time for both academic and social growth, a time for more freedoms, and with these additional freedoms, responsibilities of self, family, school, and community.
- It is the responsibility of the staff, administration, student, and parents to provide an environment that is conducive for academic, social, physical, and emotional growth for all students.
- Our staff is available to assist both students and parents in any way we can to achieve these goals.

*“Madeira City Schools ~ where learning is personalized and success is ensured.”*

***This handbook was written to comply with and conform to the policies of the Madeira City Schools Board of Education. If any provisions in this handbook contradict those policies, the policies of the Board of Education shall supersede the provisions in the handbook.***

# Madeira City Schools

**BOARD OF EDUCATION OFFICE** 7465 Loannes Drive, Cincinnati, Ohio 45243 985-6070

Mr. Kenji Matsudo, *Superintendent*

Mrs. Emily Hauser, *Treasurer*

Mrs. Lora Graziani, *Superintendent's Admin Asst.*

Mrs. Seana Whapham, *Accts. Payable/Receivable*

Mrs. Vicki Mitchell, *Admin. Asst., Student Services*

Mr. Dave Bergan *Assistant Superintendent*

Mrs. Melody Gregory, *Asst. to Treasurer*

Mrs. Diane Nichols, *Public Relations*

Mrs. Jessica Hunter, *Director, Student Services*

## **BOARD OF EDUCATION**

Mr. Ryan Lex, *President*

Mr. Steve Bernicke, *Vice President*

Mr. Brad Cunningham, *Member*

Mrs. Ann Ramos, *Member*

Mr. Dave Eberly, *Member*

**MADEIRA ELEMENTARY SCHOOL** (Grades K-5) 985-6080

Mrs. Chandley Bacher, *Principal*

Mrs. Sara Gehring, *Assistant Principal*

**MADEIRA MIDDLE SCHOOL** (Grades 6-8) 561-5555

Mrs. Nicole Huelsman, *Principal*

Mr. Kyle Jepson, *Assistant Principal*

**MADEIRA HIGH SCHOOL** (Grades 9-12) 891-8222

Mr. David Kennedy, *Principal*

Ms. Gretchen Bloomstrom, *Assistant Principal*

Mr. Chris O'Brien, *Athletic Director*

## **TRANSPORTATION OFFICE**

Ms. Nancy Gill 561-1366

**Madeira Middle School** 6612 Miami Ave Madeira, Ohio 45243

Phone: 513-561-5555 Fax: 513-272-4145

**MMS Office Staff**

Mrs. Nicole Huelsman, Principal  
Mr. Kyle Jepson,, Assistant Principal  
Mrs. Julia Cabral, School Counselor  
Mrs. Nicole Snyder, CCHMC School Based Therapist  
Mrs. Sam Rust, CCHMC School Based Therapist  
TBD, School Psychologist  
Ms. Erin Haney,, Administrative Assistant  
Mrs. Alison Lubert, Administrative Assistant  
Ms. Madison Ehler, Nurse

**6th Grade Team**

TBD, Language Arts  
Mrs. Kara Foley, Language Arts  
Mrs. Natalie Wildfong, Science  
Ms. Stephanie Geiger, Math  
Mrs. Jackie Marsh, Math  
Mr. Brandon Opichka, Social Studies  
Mrs. Rebecca Durkee, Intervention Specialist

**7th Grade Team**

Mrs. Erin Beers, Language Arts  
Ms. Lindsey Isaacs, Language Arts  
Mrs. Kelly Flick, Science  
Mrs. Erin Maly, Math  
Mrs. Amy Hugentobler, Social Studies  
Mrs. Abigail Judd, Intervention Specialist

**8th Grade Team**

Mrs. Kathleen Margraf, Language Arts  
Mr. Kirby Slater, Science  
Ms. Catie Sherman, Math  
Mr. Clark Eads, Social Studies  
Mr. Rick Rockwell, Health & Fitness  
Mrs. Sarah Germano, Intervention Specialist

**Encore Team**

TBD, PE & Wellness  
Mr. Mike Shafer, PE  
Mrs. Sarah Kiefer, Technology  
Mrs. Liz Rossi-Riel, Art  
Mrs. Christa Hager, PLTW/STEM

**Music**

Mrs. Lori Adams, Assistant Band Director  
Mr. Ryan Ervin, Band Director  
Mrs. Mari Cisney, Choir Director

**Intervention/Support**

Mrs. Megan Lowe, Intervention Specialist  
Ms. Maggie Sibilis, Reading & Math Intervention  
Mrs. Jairlyn Paugh, Speech & Language Pathologist  
Mrs. Elena Krikorian, Occupational Therapist  
Mrs. Pam Scott, Educational Assistant  
Mrs. Angela Pointer, Educational Assistant  
Ms. Lindsey Franklin, Educational Assistant  
Mrs. Jill Watson, Educational Assistant  
Ms. Hayley Baker, Educational Assistant  
Mrs. Angela Blevins, Educational Assistant  
Mrs. Susan Bell, Educational Assistant  
Mrs. Terri Murdock, Educational Assistant  
Ms. Mary James, Language Arts

## **DAILY SCHEDULE**

7:00 a.m.- 4:00 p.m. Office Hours

7:45 a.m. Students permitted to enter the building

8:00 a.m. School starts

3:00 a.m. Dismissal

3:15 p.m. - All students are required to leave the building unless under the direct supervision of a teacher or adult.

**Each grade level is on a different schedule. Daily courses for all grades include Language Arts, Math, Science and Social Studies. Courses for high school credit are offered to students during their eighth grade year. Special Area courses such as PE, Wellness, Art, STEM and music differ in frequency depending upon the grade level, but all students have exposure and opportunities to enjoy these classes each year throughout middle school. More specific information regarding our course offerings and daily schedules by team can be found on our Madeira Middle School website.**

### **Academic Grade Level Team Planning Time**

Each academic grade level team has a common planning time. At this time you can reach each academic teacher or schedule a conference with all of your child's academic teachers any school day. The times for the common planning time this year are:

Grade 6: 8:48-9:33

Grade 7: 9:40-10:25

Grade 8: 10:28-11:12

## **BOARD OF EDUCATION - ANNUAL NOTICES, POLICIES AND ADMINISTRATIVE GUIDELINES**

The Board of Education has adopted **Policies and Administrative Guidelines** for students, parents and staff of which we must be in compliance. Federal and State law and other Enforcement Agencies require the district to provide Annual Notices to Students and Parents for some of the Policies and Administrative Guidelines.

**Annual Notices** should be reviewed by Parents and Students by clicking [here](#).

**All of the Board of Education Policies and Guidelines** can be found by clicking [here](#) with the ability to search keywords.

The length and technical nature of the Policies and Guidelines make it more feasible to provide this information in a link. If you do not have access to technology please contact your students school building office staff and they will make sure you either have access or hard copies of the requested information.

## **ATTENDANCE INFORMATION - POLICY 5200 click here and ADMINISTRATIVE GUIDELINE click here.**

The Madeira City Schools have a high regard for academic excellence and scholarship. School attendance and time spent in study have a significant relationship to achievement. It is important that good attendance patterns and work habits be established early.

The State of Ohio recently amended laws regarding school attendance (HB 410). This change requires school districts to monitor **hourly attendance rather than daily attendance** and also creates definitions for "**excessive absences**" and "**habitual truancy**". School districts are also required to communicate to families when a student's attendance is considered to be excessive or habitual. Please read the Policies and Administrative Guidelines referenced below and contact our school office if you have any questions.

**Late Arrival and Early Dismissal - Policy 5230 click [here](#) and Administrative Guideline click [here](#).**

Students who arrive after 8:00 a.m but before 9:00 a.m. will be marked tardy. Individual student consequences may be given to students that develop a pattern of tardiness and excessive tardiness may be reported to the Hamilton County attendance officer. If you are dropping off your child in the morning, please be sure to allow them time to be in their classroom by 8:00 for a consistent start to their school day.

Parents requesting early dismissal should send a note to the office at the start of the school day. Please date these notes and indicate the time and reason for the request. Parents must come to the school office to pick up the child. If returning on the same day to school, students must report to the office. Parents are encouraged to schedule appointments with doctors or dentists after school hours. However, if an appointment must occur during school hours, it should be made as early or as late in the school day as possible.

**AUTHORIZATION TO RELEASE:** Only persons listed on the Emergency Medical Information form have authorization to pick up your child from school. Other persons not listed must receive prior authorization via written notification from parents.

**Attendance/Tardies in Regards to Extracurricular Activities**

Students are not permitted to attend or participate in extracurricular activities if they did not attend school on that day. Any child arriving to school after 10:30 a.m. or leaving two hours before the end of the day may not participate in any school district related extracurricular activities on that day.

**Please call 513-924-3777 (option #2) to report your child's absence. This number is accessible 24/7. Please leave the following information:**

- 1) Child's Name
- 2) Grade Level
- 3) Reason for Absence
- 4) Person Making the Call

\*If you are reporting an absence weekdays after 8 am please call the MMS Main Office at 513-561-5555.

**Makeup Work**

It is the responsibility of the student to check Schoology and to contact their teachers for missed assignments due to absences. The student will be provided the same number of days to make up work as he/she missed due to their excused absences, i.e., one (1) day absence, one (1) day to make up missed work. If a grade is marked incomplete at the end of the grading period, it must be made up within three (3) weeks of the end of a grading period unless prior arrangements have been made with the teacher and counselor. For absences for three or more days in a row, the student (or his/her parent) should contact the teacher to request work to be picked up after 3:00, if possible.

**Closings and Delays** In the event of severely inclement weather or mechanical breakdown, school may close, the starting time may be delayed or an early dismissal from school may be necessary. Our automated call system, Public School Works, will make a call. If you have opted out of receiving the emergency calls, you can rely on Listserv, the radio, or television. A school delay means that school starts two (2) hours later. Buses run two (2) hours later also.

**Withdrawal of Students - Policy 5130 click [here](#) and Administrative Guideline click [here](#).**

Parents are requested to notify the school in advance of a student's pending withdrawal. Parents should obtain and complete a "Withdrawal Form" and submit this to the school office.



## VACATION POLICY

Parents are asked to plan vacations or family trips to correspond with the school calendar. When situations arise where this is not possible we ask that students request a vacation form from the main office or online. This form should be completed by parents and returned to school to be carried to all teachers on the student's schedule. The form should be submitted to the principal for his/her approval at least five days prior to the departure date. Vacation hours are calculated as part of the overall hourly attendance for a student. Once approved, **it is the student's responsibility to request and complete all make up work and be prepared to submit that work on his or her first day return to school. The student should also be prepared to make-up missed quizzes and tests upon his or her return.**

## [ACADEMIC INFORMATION - POLICY 5421-GRADING click here](#)

### [Grading Scale](#)

Madeira Middle School utilizes a ten-point grading scale.

A 90-100

B 80-89

C 70-79

D 60-69

F Below 60

### Schoology

Each student will continue to have a **Schoology** account for the school year. This account will be able to be accessed by you and your student on a daily basis and is the place to look for the posting of assignments, due dates, projects, upcoming quizzes and/or tests, other school work, and to find your child's grades in each subject. Teachers will give your child his/her access code and also provide you with your access code at the beginning of the year. **Schoology** is web-based, so you may access it from any device that has an internet connection. Students will learn to utilize the electronic planner in Schoology while also using a paper planner that will be provided by the school, which is paid for out of student fees.

### Homework

Home study is a necessary and important part of each pupil's educational program. Good planning is necessary as some assignments are long range in nature and require planned study time for completion. Other assignments are made on a nightly basis. Parents should make it a habit to check the student' Schoology account (see SCHOODOLOGY above) each day to see that their student is completing assignments on time. Madeira Middle School students can expect an average of one to two hours of homework each night. This will vary throughout certain times of the school year and will increase, as students get older. If your child is spending more than the suggested time doing homework on a consistent basis, please call the teachers to see if they can help reduce the time being spent on homework.

## [Retention - Policy 5410 - Promotion, Academic Acceleration, Placement and Retention, click here and Administrative Guideline click here.](#)

Students who fail more than two of the academic core courses (language arts, mathematics, science, social studies) may be retained at the present grade level.

If retention is assigned, students who fail one or two (2) academic core courses and successfully complete a remedial program in these two courses during the summer may be promoted to the next grade. The remediation program requires prior approval of the building principal before students enroll in order to be promoted.

## PHILOSOPHY OF ATHLETICS

Interscholastic athletics at Madeira City Schools is an extension of the classroom, promoting the Madeira Culture Playbook, with a focus on developing student's leadership skills and behaviors through the culture we create. A positive athletic culture will consist of focusing on our accountability and actions, our ability to care and connect, the act of challenging and supporting the team, all while creating and exploring growth through athletics. Our culture should consist of a welcoming atmosphere, where students can count on each other, while being given the support to continue to learn and grow through athletics.

## ELIGIBILITY STANDARDS

### Middle School Eligibility

According to O.H.S.A.A. Bylaw 4-4-4. A student enrolling in the 7th grade for the first time will be eligible for the first grading period regardless of the previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 may not fail 2 classes during the preceding grade period.

### Madeira Athletic Eligibility

Extracurricular activities are secondary to academics in importance, and are a privilege for those students who take part in them. Therefore, the following guidelines will be used to determine a student's extracurricular eligibility.

1. Eligibility will be reviewed weekly during the sport season.
2. Eligibility is based on all subjects taken by a student.
3. Eligibility is a cumulative average, from the beginning of a grading period through the end of each week being checked.
4. A student will be given a "warning" the first time he/she receives a cumulative "F" or incomplete during a given grading period. A student on "warning" may still practice and compete.
5. If anytime during the grade period a student receiving a second cumulative "F" he/she will be required to have a progress report filled out by their teachers noting progress / improvement for the week. At the end of the week that report will be presented to the Administration for review.
6. Noted improvement will extend the warning period for another week.
7. A student may remain on Warning until the progress report notes progress is no longer being gained. At that time the student will be ruled ineligible to participate in any athletic completion until progress is restored or the failing grade is reported as passing.

**TRANSPORTATION - POLICY 8600** click [here](#) and **ADMINISTRATIVE GUIDELINE** click [here](#) on the district website or each building link. The following expectations are also posted for students on the bus.

### Bus Transportation Rules

1. Use appropriate classroom conversation.
2. Do not eat or drink on the bus.
3. Stay in your seat.
4. Keep your head, arms, hands, and feet inside the bus at all times.
5. Keep aisles clear.
6. No obscene gestures or profanity.
7. Dispose of trash in waste can.
8. Must follow all bus safety rules for boarding and departing bus.
9. Be courteous and cooperate with your driver.

10. Bus driver is authorized to assign seats.

\*\* All school rules within the district code of conduct apply while riding school transportation.

### Consequences

1<sup>st</sup> Offense – verbal / written referral by the driver

2<sup>nd</sup> Offense - written referral to Principal – may result in 1-3 day suspension from bus

3<sup>rd</sup> Offense – written referral to Principal – may result in 3-10 day suspension from bus

4<sup>th</sup> Offense – written referral to Principal – may result in loss of bus privileges

\*\* Serious offenses may result in immediate referral and removal from the bus.

## HEALTH INFORMATION

## **Medication - Policy 5330 - Use of Medication click [here](#) and Administrative Guideline 5330 click [here](#).**

Medication is to be administered at home. In extreme cases when medication is required during the school day there must be compliance with the Policy and Administrative Guidelines listed above and links provided. There are additional Medication Administrative Guidelines to follow that can be found on the district website Board Policies and Guidelines.

Discussions and arrangements for Medication must take place with the School Nurse in the building office. Forms for the accurate and safe dispensing of medication must be on file in the nurse office.

## **Illness**

If your child has a fever, vomiting or diarrhea, he or she should remain at home for a minimum of a 24 hour period. Your child may return to school only after he or she has been temperature free for 24 hours without the use of Tylenol, aspirin, etc. Following your child's absence, send a note to us for our files so that we may be in compliance with state law.

Teachers will give students an opportunity to make up required assignments. If the assignments are not completed, the student will receive an "incomplete" for that work. If a student becomes ill in school, he/she will report to the office for appropriate follow-up action. If necessary, parents will be notified for advice (i.e.: should the student be picked up, etc.)

## **Student/Parent Medical Information**

Accurate information pertaining to your child's medical condition, as well as, information on how to contact you at home or work is vital for school records. All changes in phone numbers and/or addresses should be reported to the school office when they occur.

## **GENERAL BUILDING RULES**

Students should maintain appropriate hallway behavior. (No running, no yelling, no pushing or shoving of others).

Students should demonstrate respect for:

- a) The School Building- by maintaining a clean locker, clutter-free hallways, not defacing school property
- b) Others- treat others as you would like to be treated
- c) Yourself- follow the dress code, make healthy choices, be punctual and maintain appropriate attendance

## **What we BELIEVE at MMS**

1. Accountability & Action - It's what you say and what you do
2. Care & Connect - Relationships matter
3. Challenge & Support - Never give up on yourself or others
4. Create & Explore - It's who we are and who we can become

## **Dress and Grooming**

We recognize that each student's mode of dress and grooming is a manifestation of personal style and individual preference. Our goal is to foster the safest and most comfortable learning environment for all students. A reasonable dress code has been put into place to promote such an environment. Coats, hats, and backpacks may be brought to and from school and are to be stored in lockers during the school day. In addition, students are expected to maintain high standards of personal cleanliness and hygiene by making sure they are neither offensive to others nor a threat to the health of the school community. The administration will make final judgment on the appropriateness of any mode of student dress. The following guidelines are to be adhered to:

- Students should not wear any article of clothing that is distasteful by language or sign.
- No camisoles, halters, spaghetti straps, or off-the-shoulder tops.
- Students should not wear clothing containing profanity or advertising alcohol, tobacco, drugs, or look-alike labels.
- Students must wear shoes to school and to class. Slippers are not to be worn unless for medical reasons (require a note from the doctor.)
- No underwear, undergarments, etc. should be visible. These items should be totally covered by student clothing.
- Students are not permitted to wear hats or hoods or bandanas on campus (head coverings, veils, etc. for religious/cultural purposes are permitted).

- Tops must cover cleavage and extend to cover a student's midriff. Shorts, skorts, skirts, and dresses must be at a length that covers the buttocks at all times.
- Any article or accessory that could possibly serve as a weapon or put any staff or student at-risk of harm is prohibited.

\*Administration may require a student to change their clothing, if a student violates any of the above guidelines. Multiple dress code violations will result in a disciplinary action.

## **DISCIPLINE**

**Code of Conduct - Policy 5500 [click here](#). Administrative Guideline [click here](#).**

This Code of Conduct is adopted by the Board of Education of the Madeira City School District pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code.

Any pupils engaging in the types of conduct either specifically or generally like the kinds of conduct listed in Policy 5500, are subject to disciplining proceedings which could include expulsion, suspension, emergency suspension, removal, or permanent exclusion from curricular or extracurricular activities pursuant to Sections 3313.661 and 3313.662 of the Ohio Revised Code. Student Discipline Policies and Administrative Guidelines are in Section 5600 and in the **Annual Notices** Section of Code of Conduct/Discipline by clicking [here](#).

The Madeira City School District expects all students to follow the Code of Conduct adopted by the Board of Education. These rules are essential for maintaining an orderly, efficient classroom environment which is conducive to learning.

**Bullying and Other Forms of Disruptive Behavior - Policy 5517.01 [click here](#) and Anti-Harassment - Policy 5517 [click here](#).**

Harassment, intimidation, or bullying behavior by any student in the Madeira City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

**The Board of Education adopts, on an annual basis, the handbooks of each school building.**

### **Office Referrals**

Students may receive an office referral for behavior deemed as serious or significantly repetitive so as to disrupt school procedures. Office referrals may be issued for the following behaviors: (1) Actions which disrupt the teacher from teaching (2) Actions which disrupt another student from learning (3) Any action which endangers the safety, health, or well being of another person.

The supervising staff member will handle minor disruptions. Office referrals will be written when the behavior is severe or when teacher assigned disciplinary actions have proven ineffective in correcting a behavior.

Students who receive an office referral from a teacher or supervisor will report to the principal's office. A student's parents will be notified as soon as possible when their child receives an office referral. The principal, who may collaborate with the referring teacher, will determine the consequence for the office referral. The consequence will be based on the severity and frequency of the disruption(s).

### **Discipline Consequences**

Consequences for student infractions of the code of conduct may range from any of the following, depending upon severity and frequency of the infraction.

- Student Conference
- Parent Conference

- Denial of Privileges
- Teacher Detention
- Office Detention
- Alternate Detention
- In-school Discipline
- Emergency Removal from Class/School
- Out-of-School Suspension
- Recommendation for expulsion (Note: the superintendent will schedule a hearing if expulsion is recommended at the building level)

### **Detentions**

Detentions will take place immediately after school. Detention will last for thirty or sixty minutes, from 3:00-3:30 pm, or 3:00 to 4:00 pm. Students and parents are expected to arrange for child transportation home following detention. Students will be required to work silently during detention on schoolwork. Detention will not necessarily take place on the day of the incident. Individual teachers may assign their own detentions, assuming they have contacted parents and made the appropriate arrangements.

### **In-School Discipline**

Occasionally, student infractions result in the consequence of an In-school discipline. While serving an In-school discipline, a student will complete the school day under the supervision of a staff member for the entire school day. Students will not have the opportunity to socialize with classmates and peers and will be required to complete schoolwork throughout the day. Students will receive credit for completed work.

### **Out of School Suspension**

Students will not be permitted to attend school or be permitted on school grounds for any school event for a specific period of time (one to ten days) and while suspended will be expected to complete all schoolwork missed during the suspension. In order to receive full credit for work completed during the suspension, it must be turned in the day the student returns back to the classroom. With the exception of expulsion from school, out-of-school suspension is the most severe consequence and is used for those infractions that are most serious or whenever all other consequences have failed.

### **Appeals**

Parents/Guardians have the right to appeal an out of school suspension to the superintendent of schools, or his/her designee, and to be represented at the appeal by a representative. The superintendent must be notified in writing immediately if a parent/guardian wishes to appeal an out of school suspension.

Parents/Guardians have the right to appeal an expulsion to the Board of Education or its designee, and to be represented at the appeal by a representative. The Board of Education must be notified in writing immediately if a parent/guardian wishes to appeal an expulsion.

### **Alternate Forms of Discipline**

Alternatives to suspension, such as work detail or community service, may be available at the discretion of the administration. Such alternatives will be discussed prior to the assignment with the student and administration. Such disciplinary action shall be proportional to the offense and may include physical labor and assistance with school maintenance.

## **TECHNOLOGY**

### **Cell Phone and other Personal Communication or Computer Technology Devices**

Many students have cell phones and/or smart watches. These devices can be very distracting in school and misuse of them can lead to disruption of classroom activities. Since telephones are readily available in the classroom and we encourage students to come to the office to phone home for a forgotten lunch or school assignment (etc.), **all cell phones and/or smartwatches must be in the student's locker between 8:00 a.m. and 3:00 p.m. and powered off.** They are

not to be taken to lunch or any classroom unless the student has special permission from a teacher or there is an extenuating circumstance for which the office agrees to allow a cell phone/smart watch to be carried by a student during the day. The school assumes no liability for loss or damage. Wearing technology devices such as, earbuds, air pods, headphones, etc in classrooms and offices, is prohibited unless specifically authorized by the teacher or staff.

Students are not permitted to bring their own device (laptop, chromebook, etc.) to school for academic use. Students are issued a school owned device at the beginning of each school year. It is the responsibility of the student to return the device at the conclusion of the school year in the same condition as it was at the start. Accidents do happen and we highly recommend the purchase of the optional chromebook insurance to assist with repair/replacement costs. This insurance must be purchased by the specified date and can only be used for individual incidents that result in accidents. Purposeful damage or damage due to negligence on a student's part is not covered by insurance.

### **Student Network and Internet Acceptable Use and Safety Agreement - Policy 7540.03 [click here](#).**

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of Board operations within the school system. **Policy 7540 - Computer Technology and Networks [click here](#).**

However the use of the District's network and technology resources by students is a privilege, not a right. As a prerequisite, students and their parents must sign and submit a *Student Network and Internet Acceptable Use and Safety* form annually. This signature process by parents and students is completed upon review of Final Forms sign off that the Internet Acceptable Use policy has been read.

The Superintendent shall develop and implement a written District Technology Plan (DTP). Procedures for the proper acquisition of technology shall be set forth in the DTP. The DTP shall also provide guidance to staff and students about making safe, appropriate and ethical use of the District's networks(s), as well as inform both staff and students about disciplinary actions that will be taken if Board technology and/or networks are abused in any way or used in an inappropriate, illegal, or unethical manner.

## **OTHER MADEIRA MIDDLE SCHOOL BUILDING SPECIFIC INFORMATION**

### **Supply Fees**

There is a charge for workbooks, paperback books used for various classes, art supplies, and lab fees, and student consumables. Information regarding the fees will be available on the district website and sent home prior to the start of school. Please pay the fees before the end of the first week of school. If you are unable to pay the fees by this date, please notify the school office so that other arrangements for additional time can be made.

### **Personal Supplies**

Your child is expected to maintain the following personal supplies for the school year:

Writing paper

Notebook and folders

Pens and pencils

Calculator

\*Additional supplies specific to grade level teams

### **Lunch**

Food Service is provided to Madeira School District by Milford School District. Milford provides an online payment system for students that will purchase milk or lunch. Parents can pre-pay an amount for the student to make the purchase that avoids sending money to school. Milford also provides the administrative process to determine families eligible to receive reduced or free lunch services. Go to the building webpage and click on Lunch, and you will find menus, prices, online payment instructions and the application for Free or Reduced Lunch.

An online account may be set-up for students via <https://www.payschoolscentral.com/>

### **Writing Checks to School**

Checks written to the school for fees or other items should be made payable to Madeira Middle School. To simplify and reduce errors in our record keeping, please submit separate checks for each student. Your cooperation in this matter is greatly appreciated.

### **Telephone Usage**

The use of school telephones by students needs to be kept at a minimum. Telephones are available in each classroom and students must receive permission from their teacher to use them. It is up to the teacher's discretion as to the reasons a phone call is permissible. If the student needs a return call from the parent, they must use the office telephone. The clinic phone needs to be used if a child is not feeling well. Students that are ill should not call home from a classroom or from their personal device.

### **School Visitation**

Parents are certainly welcome to visit school and are encouraged to do so. ANYONE VISITING THE SCHOOL MUST SIGN-IN THE MAIN OFFICE, PRESENT A PHOTO ID, AND SECURE A VISITOR'S PASS TO WEAR WHILE IN THE SCHOOL. THIS PROCEDURE IS IMPORTANT FOR THE SECURITY OF OUR SCHOOL AND THE SAFETY OF THE STUDENTS. Please do not go to your child's classroom to deliver a message. This interrupts the entire class. If you need to see your child during the school day, we will call them from class to the office.

### **Parent Conferences**

Besides the regularly scheduled parent conferences held in the fall, you are encouraged to call the school anytime you have a question or concern about your child. The schedule has been arranged so that all academic teachers for each grade level have the same conference/team time. This makes it easy to have either a personal conference or a telephone conference with one or all of your child's academic teachers at the same time. At the beginning of the school year you will be notified when your child's academic teacher team has their common conference period. Please call if you have questions or concerns or you just want to know how your child is performing in the classroom. One of the main purposes of the common conference time is to make it easier for you to communicate with the academic teachers.

### **EMERGENCY DRILLS**

Emergency drills are required by law at regular intervals and are important safety precautions. The teachers will give specific instructions to students for these drills. Instructions for all emergency drills are posted in all classrooms.

### **FOOD AND BEVERAGE**

**Students may not eat or drink in the halls.** A teacher may grant permission for certain food or drink items in his or her particular classroom on limited special occasions. Bottled water is permitted at the discretion of the teacher. The cafeteria is only open from 7:45-8:00 and during a student's scheduled lunch for the purchase of food and drinks.

DELIVERY OF FOOD FROM OUTSIDE RESTAURANTS OR FAST FOOD BUSINESSES TO STUDENTS IS NOT PERMITTED. Parents are permitted to drop off lunch for their individual student, however, it can not be ordered for delivery to the student.

### **LOST AND FOUND**

The lost and found is located in the Cafe and Main Office. Students are asked to turn in found property to the office. Items will be sent to a charity of choice monthly.

### **LOCKERS AND STUDENT BELONGINGS**

Lockers are the property of the Madeira Board of Education. Students are not permitted to share lockers. They must use the locker that is assigned to them at the beginning of the school year. The interior of each locker should be kept neat and clean. Discarded food and beverage containers should not be kept in lockers. Students are responsible for their own locker security. **The school is not liable for lost or stolen items from student lockers regardless of whether the locker is locked or unlocked. Lockers may be inspected at any time by the school administration. Backpacks, coats, purses, pockets, etc. are subject to search at the discretion of the school administration during school hours and at school sponsored activities.**

**DON'T FORGET TO LOCK YOUR LOCKER.**

**Please review this handbook with your child. We will also review the handbook with your child at school.**

Please consult our District web-page for news and updates as the school year progresses.

**MADEIRA CITY SCHOOL MAIN WEB PAGE**

[www.madeiracityschools.org](http://www.madeiracityschools.org)



## CALENDAR 2024-25 SCHOOL YEAR

### 1st Quarter - August 14 - October 17

August 6 - 6th Grade Schedule Pick-Up/Open Building  
August 7 - 7th & 8th Grade Schedule Pick-Up/Open Building  
August 14 - First Day for Students  
August 20 - 6th Grade Meet the Team Night  
August 22 - 7th & 8th Grade Meet the Team Night  
September 2 - No School-Labor Day  
September 3 - Picture Day  
September 27 - No School - Teacher In-Service Day  
October 2 - Conferences 3:30-7:30pm  
October 8 - Conferences 3:30-7:30pm  
October 17 - End of 1st Quarter - Early Release  
October 18 - Fall Break - No School

### 2nd Quarter October 21 - December 20

October 22 - Picture Retakes  
October 24 - Conferences 3:30-7:30 pm  
November 1 - Conferences 8-3:00 (No School for Students)  
November 11 - Veterans Day  
Nov 27 - 29 - Thanksgiving Break  
December 20 - End of 2nd Quarter - Early Release  
Dec 21 - Jan 5 - No School - Winter Break

### 3rd Quarter January 6 - March 6

January 20 - No School- Martin Luther King Day  
February 4 - Spring Pictures  
February 13 - Conferences 3:30-7:30 pm  
February 14 - No School - Teacher In-Service Day  
February 17 - No School - Presidents' Day  
March 6 - End of 3rd Quarter - Early Release  
March 7 - No School - Teacher In-Service Day

### 4th Quarter March 10 - May 22

Mar 24 - 30 - No School - Spring Break  
April 18 - Good Friday No School  
May 22 - End of 4th quarter - Last Day for Students/Early Release