

MADISON MIDDLE SCHOOL



BLUE STREAKS

**“Literacy without Limits...
Ensuring all students
Read, Write, and Think”**

Name:

Grade:

Expect... Believe... Achieve...



Log in information for Chromebook, email and computer programs. Your passwords are TOP SECRET....DO NOT SHARE OR TELL other students your login information.

Chromebook and email info:

Username: _____@madisonschools.net

Username is the year of expected graduation last name first initial. (ex: 24smithj@madisonschools.net)

Password: _____

Password is lunch code with zeros to make it eight digits. (ex: 00001234)

Infinite Campus

Username: 196 _____

(Student number starting with 196)

Password: _____

(FMLMMDDYY) First Middle Last Month Day Year

Locker Number: _____

Locker Combination: _____

Program: _____

Username: _____

Password: _____



RESPECT FOR ALL!



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A. STUDENT HANDBOOK

The Madison Local Board of Education authorizes the Superintendent or designees to issue regulations for students attending the schools in this district, which are consistent with the provisions of this and the other policies of the Board. These regulations shall be incorporated into student handbooks, which shall be made available to each student and, upon request, parents and other citizens. Because the age and development of students is different at the various grade levels, separate handbooks shall be developed for students attending the high school, middle school and collectively, the elementary schools. The Board shall approve the handbooks on an annual basis.

Scope

The policies in this handbook shall apply to the following situations:

1. On school property during and immediately before or after school hours, in a school bus or other school district vehicle or at a school-sponsored activity or function;
2. On school property at any time when the property is being used by a school-sponsored group;
3. Off school property at any school-sponsored activity or function, and on school buses and other vehicles provided by the Board for transporting students or in private vehicles used for the same purpose; and
4. Complicity in any violation of this policy or of any law specified in this policy, regardless of whether the act of complicity was committed on school property or at a school-sponsored function or activity.

B. STUDENT ATTENDANCE

The Madison Local Board of Education recognizes the importance of punctuality and regular attendance as a primary benefit for students who consistently engage in a sequential and successful educational experience. Further, students' habits formed in their early years are important to good citizenship and their eventual success in future employment.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Board," the Madison Local Board of Education.
2. "**Habitual truant**," any child of compulsory school age who is absent: Absent 30 or more consecutive hours without legitimate excuse; Absent 42 or more hours in one school month without a legitimate excuse; 72 or more hours in (1) one school year without a legitimate excuse.
3. "**Excessive Absences**" any child of compulsory school age who is absent: 38 or more hours in one school month with or without a legitimate excuse; 65 or more hours in one school year with or without a legitimate excuse.



Attendance Responsibility

As used in this policy, “parents” means the residential parent(s), custodian(s), guardian(s), agency or other person(s) legally responsible for a student, or the student, if of legal age.

The primary duty of assuring the school attendance of a student rests with the student and the student’s parents.

Timely Arrival to Class

Students are given three minutes to arrive at class and prepare for instruction. Teachers will expect students to arrive within this timeframe, and prior to the tardy bell. If a student is late, the teachers will conference with that student to determine the reason for the late arrival. Teachers will record tardy arrival. **Accumulation of three tardy arrivals to class will result in lunch detention. Each tardy after that will result in a lunch detention as well. Tardies will restart every 9 weeks.**

Notification of Absence

The parents of students shall provide the school with their current home and/or work telephone numbers, home addresses and any emergency telephone numbers.

Parents who know in advance that their children will be absent from school must notify the principal prior to the absence. Anytime a child will not be in school, the parent/guardian must notify the school of the reason for the absence before 9:00 AM. Within a reasonable time after the determination that a student is absent from school without notice, the principal or designee shall notify the student’s parents.

Missing Children

A “missing child” is a child under age 18 who has run away from home or is otherwise missing from home or who is missing and about whom there is reason to believe the child could be a victim of kidnapping, abduction, unlawful restraint, child stealing or interference with custody. In the event that a missing child is attending one of the schools in the district, the principal shall immediately notify the Superintendent, the Missing Children Clearinghouse, and the appropriate local law enforcement agency.

Attendance Monitoring

Principals or their designee will monitor and report student attendance, and will deal with student absences in the most appropriate manner and on an individual basis in accordance with the provisions of law and the policies of the Board. The school district staff will provide appropriate assistance to parents and the courts in assuring that their children attend school on a regular basis.



Attendance Exclusions and Exemptions

By law, the school district is the excusing agent for student absences from school. A student of compulsory school age residing in the school district may be legally excused from attending the public schools only if the student:

1. Possesses a full-time age and schooling certificate and is regularly employed;
2. Participates in an approved program of home instruction;
3. Attends a private or parochial school;
4. Has a bodily or mental function which does not permit attendance, verified by a licensed physician or psychologist;
5. Has a demonstrated need to remain at home for a limited period of time to perform essential work for the parents and has an excuse provided in accordance with the provisions of law and administrative regulations; or
6. Receives a diploma upon graduation from an approved high school.

Leaving School

Students, other than those who are approved by the principal for participation in an approved early dismissal program, shall not be permitted to leave the building during school hours for any reason without the prior permission of the principal or designee. Students who leave school without permission shall be subject to approved disciplinary actions and the provisions of this policy.

Students will not be released during school hours to anyone except their parents (unless there is a court order to the contrary) or a person designated in advance by the parents and approved by the principal. If it is necessary for a student to leave school early, the parents must make the request in writing or come to the school in person. Students who are 18 years of age or older may directly seek permission of the principal to leave school early, but prior permission is necessary to be dismissed.

Removal from School

An outside agency official holding a valid court order shall be permitted to remove a child from school, after the principal or designee has verified the authenticity of that order. Any law enforcement agency requesting the release of a student will be asked to show appropriate documentation prior to assuming custody of the student.

In the event any person removes, or attempts to remove, a student from school without proper authorization, the appropriate law enforcement agency shall be notified.

Types of Absence

Absences of students from school shall be noted as either excused or unexcused, as follows:

Excused absences are absences with the knowledge of the parents and within school policy. Examples of excused absence are:

1. Personal illness of the student;
2. Family illness requiring the student to be at home;
3. Physician's appointments which cannot be scheduled outside the school day;
4. Quarantine for contagious disease;
5. Religious observation;
6. Family vacations up to 10 days with the principal's prior approval; and
7. Emergencies, subject to the principal's approval.

The principal may require written certification of illness by a physician for an absence due to personal illness.

The procedure for parents requesting an excused absence for any reason other than those listed above requires prior approval of the principal either by submitting a request in advance or, in the event of emergency, notifying the school by telephone before 9:00 a.m. on the date of the absence. Factors considered will include grades and previous attendance record. Students with an excused absence are expected to make up all missed work in order to receive credit for it.

Unexcused Absences will be determined by the principal and may be one of three types.

1. **General Unexcused Absence:** These are absences from school or classes with the knowledge of parents, but not within school policy. Examples include failure to have a prescribed absence excuse upon return to school, excessive tardiness, "skip" day, etc.
2. **Truancy Unexcused Absence:** These are absences from school or classes without the knowledge of the parents and not within school policy, regardless of whether the student is on school property. A student who is not in classes for half or more of the scheduled school day is considered truant for that day. Examples include singular or consecutive days of leaving school or classes without prior approval by the principal or designee.

Methods of correcting general unexcused absence and truancy may include, but are not limited to: make-up time after school; assignment to an alternative school or to Saturday school; detention; community service work program; suspension or expulsion from school; or referral to juvenile court.

3. **Suspension Unexcused Absence:** Suspension is enforced for unexcused absence due to a student's violation of Board policies governing student conduct expectation, including rules for riding school buses, and other school rules.

Make-Up Work (Excused Absence)

Depending upon the nature of the work missed and the approval of the principal and teacher(s), an excused absent student will be allowed up to two school days for each day of excused absence to make up assigned work outside regular class time. Getting assignments from the classroom teachers is the student's responsibility. Failure to complete assigned work on time will result in lost credit for any assignment.

The principal may grant an extension because of extenuating circumstances, including hospitalization at a treatment center. In cases of absence during the last week of school, the terms of completing work are at the discretion of the principal.

Make-Up Work (Unexcused Absence)

Make-up assignments for all unexcused absences are expected to be completed by the student under the following conditions:

General Unexcused and Suspension Unexcused Students. All missed work must be made up and immediately submitted upon the student's return to school at the direction of the teacher in order for credit to be earned, subject to the following conditions:

1. All classroom assignments, major tests or projects must be made up. A deduction of one letter grade or 10% credit, whichever is less, will be imposed; and
2. Under extraordinary circumstances and on a case-by-case basis, the principal and teacher may agree to extend the time period for which missed work must be made up, submitted and given credit.

Failure to make up and submit missed work may result in a failing grade for the course. Consequently, students are expected to make up all missed work.

In cases of absence during the last week of school, the terms of completing work are at the discretion of the principal.

Truancy Unexcused Students.

All classroom assignments, tests or projects missed by an unexcused student due to truancy will not be given credit.

Habitual Truant and Excessive Absence

Letters will be sent to parents and Attendance Meetings will be scheduled with Administration and Parents for the following attendance scenarios:

Habitual truant any child of compulsory school age who is:

- Absent 30 or more consecutive hours without legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in (1) one school year without a legitimate excuse.

Excessive Absences any child of compulsory school age who is:

- Absent: 38 or more hours in one school month with or without a legitimate excuse;
- Absent 65 or more hours in one school year with or without a legitimate excuse.

HABITUAL OR EXCESSIVE ABSENCES MAY RESULT IN STUDENT REMOVAL FROM CLASS TRIPS- IF YOU MISS 18 DAYS BEFORE THE TRIP..YOU CANNOT GO!!

Note: In the event of family vacation which necessitates absence during scheduled school days, the parent / guardian is responsible to request that this absence be approved by requesting a vacation leave request form in the school office. This absence will be approved if both academic achievement and attendance are satisfactory.

C. STUDENT DRESS CODE

The Madison Local Board of Education expects that the dress of students in school and at school-related activities generally be such that it ensures the health, welfare, and safety of the members of the student body and enhances a positive image of our students and school. The following standards of student dress are expected for all students attending school in the Madison Local School District and shall be enforced by the school district administration.

Inappropriate Dress – The administration has the authority and responsibility to determine what inappropriate attire is for a student. Students and parents are encouraged to use good judgment when selecting the school wardrobe. Individuality and pride in appearance is believed to be an important part of the learning process. While these dress guidelines stress the necessity of keeping current with the fashion trends, we realize we must not lose sight of our primary objective . . . education. A student's dress should not interfere with a student's health, welfare, or that of others. It may not cause a disruption or directly interfere with the educational process. **Above all, DRESS SHOULD BE MODEST!!**

1. Coats and other type of outerwear will not be permitted. Students may wear hooded and zip up sweatshirts, but hoods must remain off during the school day.
2. Wearing of hats, bandanas, other types of headgears, any types of ears,tales, and sunglasses, in the building during school is not permitted.
3. Sleeveless shirts are not permitted. This includes camisoles, shirts or dresses with spaghetti straps, tanks tops and muscle shirts. All shirts should cover shoulders and not expose midsection and/or chest.
4. Wearing or exposing of undergarments or sleepwear as outerwear is not permitted.
5. Flip flops, slides or shower shoes are **not** permitted. Sandals, crocs, etc. are permitted. Shoes need to have heels, to prevent falls on stairs.
6. Stamped clothing, patches or buttons whose message is suggestive or profane are not permitted. NO BLANKETS ALLOWED.



7. Clothing with advertisements suggesting drugs, alcohol, tobacco (or any other substance which is prohibited by law for minors to possess), profanity, and excessive violence are not permitted.
8. Any apparel, jewelry, accessory, notebook, tattoo, or manner of grooming, which by virtue of its color, arrangement, trademark, or any other embellishment that notes membership in a gang is not permitted.
9. Wearing a wallet chain or other related attachments to the student's clothing is not permitted.
10. All pants will be pulled up around the student's waist. Dresses, skirts, skorts, shorts, and jeans with holes will be no higher than 4 inches above the knee cap. Tights and pantyhose do not void the rule.

Note: Any attire or style in an administrator's judgment that causes undue attention to the student or potentially disrupts the learning process is considered inappropriate. **If in doubt, do not wear it!!!!**

Methods of Correcting Behavior:

- Warning
- Phone call home
- Request to change clothing (Only if need be)
- Detention (Lunch or After School)

NOTE: Refusal to change or comply with rules/directives will be considered insubordination.

NOTE: It will be left to the discretion of an administrator if an item may be confiscated and then require a parent/guardian to pick the item up.

D. STUDENT FEES

Student fees are approved annually by the Board of Education for supplies that are specific to a course and are consumed in use by the student. These fees must be paid by the parents in order to release the student's report card. The list of fee items and the fee amount will be sent home with the initial student schedule in August. Quarterly and Final report cards will not be released until the annual student fee is paid. All school fees must be paid in full the year they are accrued/issued.

Note: ALL SCHOOL FEES MUST BE PAID IN FULL THE YEAR THEY ARE ACCRUED/ISSUED.

Note: Students may not participate in special activity trips (Niagara Falls, Ohio Tour or Washington D.C. trip) unless ALL SCHOOL FEES and PAY to PARTICIPATE FEES are paid in full.

E. WITHDRAWAL FROM SCHOOL

The school office must be notified if a student intends to withdraw from school. A student will be given an official withdrawal form to be signed by each of his/her teachers (including the librarian), which will show that all books and/or equipment

have been returned. The signature of a parent/guardian on the withdrawal form is necessary.

No transcripts will be released until all obligations are satisfactorily fulfilled.

F. PRIVACY RIGHTS OF PARENTS AND STUDENTS

In order to provide students with appropriate instruction and educational services, it is necessary for the Madison Local Board of Education to maintain educational and personal information. These records are maintained in accordance with Board Policy, JO, Student Records. These records are available to appropriate school personnel, the students' parent(s), and the student. Student records are maintained in a manner, which will protect the individual privacy.

G. ADMINISTERING MEDICINE TO STUDENTS

All students who are required to use medication during the school day must keep this medication in the clinic. Parents must transport the medication to school in the original packaging. There will be no exceptions. The intent of this procedure is to ensure that no medications will be taken at school without administrative approval. This includes both prescription and nonprescription drugs.

H. GRADING AND REPORTING

The Madison Local Board of Education believes that it is essential for parents to be kept fully informed of their children's progress in school. Parents may check daily on their child's progress on Infinite Campus. In addition to quarterly grade reports, parents will be provided an interim report halfway through each grading period. Quarterly reports and the interim reports may be viewed on Infinite Campus. If grade reports are needed on a more frequent basis, contact the school guidance counselor or arrange to pick up an Infinite Campus log on code.

100%-90%	A	Outstanding Achievement
89%-80%	B	Above Average Achievement
79%-70%	C	Average Achievement
69%-60%	D	Minimum Passing Grade
59% or below	F	Below Expectations

I. PARENT INVOLVEMENT

The teachers and staff at MMS encourage parents to be involved with their child's education. Parents are encouraged to sign up for Infinite Campus so that they may keep track of their child's progress on-line. Report cards and interim reports are on Infinite Campus as well. Parents are welcome to call the school or stop in and visit during the school day. Students perform better in school when they know that both teachers and parents are working together to support their achievement. Please contact the school office if you would like to volunteer at MMS.



J. CONFERENCES / COMMUNICATION

Clear and regular communication between parents and school staff is a priority at MMS. While we seek to develop student responsibility and communication between school personnel and parents, we realize that this communication alone is not sufficient. Teachers have been organized into teaching teams to facilitate your ability to meet with the entire team and employ consistent interventions. In order to support this effort, the following means are employed to communicate on a regular basis:

School website updated weekly – www.madisonschools.net

Email communication encouraged through school website links

Teacher team meetings available by request to the guidance counselor or Principal

Report cards and interim reports can be viewed on Infinite Campus. Report cards will be sent home through US Postal Service at the end of the school year to those parents that do not have Infinite Campus by parent request only

Guidance counselors will gather information or share information with teaching teams

Teacher-parent conferences are provided to share the child's progress to the parents and to build a wholesome, cooperative relationship between home and school. Teachers are encouraged to consult frequently with parents, not only when students are having trouble, but also to learn more about the child's interests and abilities so that the school program can be adapted to provide the best educational opportunities available. Conferences are scheduled twice during each school year. Additional conferences can be scheduled by contacting the guidance counselor or the school office. Teachers can also be contacted for information through email links on the school website, www.madisonschools.net.

II STUDENT INFORMATION

A. LOCKER ASSIGNMENTS

Madison Middle School provides lockers for each student's use. These lockers are school property. Writing on the outside or inside of lockers is prohibited. Students will be responsible for maintaining a locker free from graffiti.

Each student is assigned a locker at the beginning of the school year. Trading, switching, and moving into a locker with another student is prohibited. If a student is not occupying the locker they were assigned to at the beginning of the year, disciplinary action will be taken. **Lockers will be subject to inspection at any time. The school is not responsible for articles stolen from locked or unlocked lockers.**



During assigned physical education classes, gym lockers are available for storage of clothing and belongings. Students are encouraged to bring an additional lock to secure belongings during this class time.

B. HALL PASSES

Students may not be out of their assigned area without a teachers hall pass. No exceptions.

C. LUNCH REGULATIONS

1. No food or drink may be taken from the cafeteria. Students are expected to keep the cafeteria neat and orderly. Be sociable, but not boisterous.
2. Students off school grounds during lunch, without proper authorization, will receive disciplinary action.
3. Students are not permitted to have food brought to them by outside vendors.
4. Students are to remain out of restricted areas during lunch (academic hallways, classrooms). Students are permitted to use only the restrooms near the cafeteria with permission and a pass.
5. Students are not allowed to roam around in the cafeteria or jump seat to seat.

D. PROCEDURES FOR FIRE DRILL/ DISASTER DRILL

Upon hearing the fire alarm bell, students should move quickly, yet quietly to the exit posted within each classroom. Students must exit in an orderly fashion, in the event an exit is blocked and new instructions need to be given. Classroom lights should be turned off and all windows closed upon leaving the room.

After hearing the announcement that the possibility exists for a tornado, students should move quickly, yet quietly to the interior walls of the building. The specific locations for each class are posted in each room. Students must conduct themselves in an orderly fashion to ensure student safety and the exchange of information.

E. PROCEDURES FOR LOCKDOWN DRILL

In the event that an intruder or suspicious person enters the building, the principal will act according to the School Safety Plan approved by the Madison Local Board of Education. These "lockdown procedures" will be practiced during the school year when the narcotics detection dogs perform routine and unscheduled building checks. During this lockdown practice, all students will vacate the hallway and enter the closest classroom. All doors will be locked and closed. No entry into the building or any classroom is permitted. Classroom lights will be turned off and blinds pulled down. Students will sit away from the door and windows. In the event of an authentic danger, police will assume control upon arrival. Lockdown remains in effect until the principal or safety forces announce an "all clear."

F. STUDENT TEXTBOOKS and SCHOOL PROVIDED COMPUTERS

During the first week of each semester, textbooks will be issued free of charge, which have been bought by the Madison Local Board of Education, They are on loan to students for use while enrolled in a class; but they remain the property of the Board of Education. Computers will also be available in each core content classroom for student use. Inappropriate use of a computer will result in discipline.

A student is responsible for all books/computers issued to them. **If a book/computer is damaged, lost, or stolen, a student will be financially responsible for their replacement.** Students must write their name inside the front cover of each book. If a student withdraws from school, it is his/her responsibility to return all books to the teachers who issued them. Students will be provided a unique log in password for the computers that should not be shared with other students and computers should not be left unattended and logged on.

All students who find articles/books are asked to bring them to the office, where they will be kept until claimed. Computers should not be removed from the classroom they were assigned. Loss of articles/books does not relieve responsibility of the student to whom the article was originally assigned.

III EXTRACURRICULAR ACTIVITIES

A. ATHLETIC ELIGIBILITY REQUIREMENTS

In addition to the standards for athletic eligibility set forth by OHSAA, Madison Local Schools establishes the following guidelines:

1. Students in 7th and 8th grade are eligible to play school sports if they have passed five (5) classes in the previous 9 week grading period. Fourth quarter for 6th grade students playing fall sports in the 7th grade.
2. The fourth and final quarter of the year determines a student's eligibility for the following Fall Quarter including freshman eligibility.
3. Interim grades will not make a student eligible for participation.

B. INTERSCHOLASTIC SPORTS

The school sports program offers competitive opportunities for students in grades 7 and 8. Fall sports opportunities include football, cross country, cheerleading and volleyball. Winter sports include basketball, cheerleading and wrestling. Spring sports include track.

C. SPECTATORS AT SCHOOL SPORTING EVENTS

Both students and parents are welcome and encouraged to attend school sporting events. All spectators are expected to respect coaches, players and referees of the event. Spectators who behave in a manner that is argumentative to the referee or players will be asked to leave the school grounds.

Home and away sporting events do not begin until 4:30 unless otherwise noted on schedule or is on a tournament schedule. Students who wish to attend the event must leave school at the conclusion of the school day and may return to school no sooner than 4:00PM. Students are not allowed to leave the building during middle school events and then return. Students must be in the stands or concession stand area. If students leave the building they will not be permitted to return to the event.

D. CLUB PARTICIPATION

Students are encouraged to join clubs to enrich their experience in middle school. Clubs meet before or after school according to each club advisor's availability. Club opportunities will be announced on morning announcements and will also be posted on the information board in the hallway outside of the school office. The following club opportunities are available: Power of the Pen, Newspaper club, Math club, Science club, Drama club, Student Council and Yearbook club.

E. Pay to Participate Fees

The Madison Local Board of Education has instituted a pay to participate fee for all high school and middle school athletics. The fees are listed below:

Madison Middle School ATHLETICS

\$ ___ for the first sport

\$ ___ for the second

\$ ___ for the third

No Pay to Participate Fee for 4th sport

Working/volunteering through Bingo to pay for Pay to Participate Fees is an option.

NOTES

A maximum of \$600 per family has been set for High School and Middle School students.

Payment can be made by cash, check, money order and/or online payment through Infinite Campus. There will be a charge of \$25 for all returned checks.

All payments by cash/checks for the Pay to Participate Athletic Fee must be made in the Main Offices at Madison High School or Madison Middle School or through Infinite Campus.

Each athlete will be assessed the appropriate amount for their 1st/2nd/ or 3rd sport from the roster list that is submitted to the athletic director on the date of the 1st official contest of the season.



Once payment is made, there will be no refunds other than those listed under the "Refund Rules" below.

Managers, statisticians & scorekeepers are excluded from Pay to Participate fees.

An athlete will be charged for only 1 sport per season (primary sport) and is permitted to participate in a 2nd sport during the same season without another charge, e.g. a soccer player who is doing the kicking for the football team.

Starting August 1, 2012, all Pay to Participate fees must be paid in full by the first game of the season.

REFUND Rules:

100% refund if the athlete is injured and the injury occurs before the start of the competitive season. (Applies only if the athlete's season is ended by injury per a doctor's excuse.)

100% refund if the student moves out of the district prior to the first contest.

No refund if the student/athlete is deemed academically ineligible.

No refund if the student/athlete quits the team or is removed for disciplinary reasons.

No Pay to Participate Fees refunded earned from Bingo.

A Paid Participation Fee does not guarantee that a student athlete will play. The control and determination of playing time will remain the responsibility of the coaching staff.

The Superintendent shall have final say over any discrepancies that may arise.

IV STUDENT CONDUCT EXPECTATIONS AND BEHAVIOR

A. EXPECTATIONS AND CONSEQUENCES

Good conduct is based on respect and consideration for the rights of others and their property. Students are expected to conduct themselves in such a way that does not disrupt the learning environment or violate the rights of others. The students of this school district are expected to follow and obey laws and school rules and regulations, and accept directions from authorized school personnel.

Purpose

The primary purpose of this policy is to facilitate a safe, purposeful, orderly school climate, which provides students with optimum opportunities for learning in efficient and effective functioning classrooms and schools, experiencing school district services and participating in student activities. Specific objectives of this policy are to:

1. Prevent the unwarranted disruption of the educational process, including provision of school district services and extra-curricular activities;
2. Help promote and maintain the safety and morale of all students, employees and all other persons in the educational setting of the schools;
3. Standardize procedures for fair and equitable handling of student discipline problems;
4. Communicate to students and the larger community the school district's guidelines and procedures for expected student behavior and the consequences for not meeting those expectations; and
5. Meet the requirements of state law that each board of education adopt a policy regarding suspension, assignment of an alternative school, expulsion, removal and permanent exclusion that specifies the types of misconduct for which students may be suspended, assigned to an alternative school, expelled, removed or permanently excluded from school, including commission of specified crimes.

Definitions

The following words used in this policy have the meaning as defined below unless the context plainly requires otherwise:

1. "Destructive device," any explosive, incendiary or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any other similar device.
2. "Electronic devices," any device that is powered by batteries or electricity and is capable of receiving, transmitting, or receiving and transmitting communications between two or more persons or a communication from or to a person.
3. "Firearm," any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any other such destructive device, whether loaded or unloaded and operable or inoperable but which can readily be rendered operable, as defined by law. For the purposes of this policy, "firearm" shall include any handgun, automatic or semi-automatic firearm, sawed-off firearm, starter's gun and zip gun;
4. "Knife," any cutting instrument consisting of a blade fastened to a handle, including but not limited to any switchblade knife, spring blade knife, gravity knife, box cutter or any similar weapon.

5. "Technology," any school issued computer, personal computer, smart phone or any other device covered by electronic devices definition above that can access websites, pictures videos on the web/internet, or send and receive information.

The Discipline Hierarchy

The discipline hierarchy is a sequential system to deal with student conduct which maintains effectiveness, consistency, and open communications.

Students are assigned a discipline program as prescribed by the handbook and **at the discretion of the administration.**

A discipline program is referred to as an outcome (consequence).

Teachers will handle classroom and hallway discipline issues whenever possible. They will address inappropriate behavior through student conferences, parent conferences and classroom consequences, such as seat changes or lunch detentions.

When inappropriate behavior continues after several teacher attempts to address the issue, the student will progress through the referral process to the first level listed below:

Level I – Lunch Detentions/ Community Service

A student may be assigned detentions to change behavior, attitude and to complete work before progressing to Level II. Community service may be assigned in lieu of detention when the behavior is related to the care and respect for school property.

Level II – After School Detention/ In School Suspension

A student may be assigned an after school detention or In School Suspension if Level I does not change student behavior and conduct or if more work needs to be completed.

Level III – Out of School Suspension

A student may be assigned an out of school suspension when Level I – II has been exhausted or if the behavior or conduct is so disruptive or severe.

NOTE: Students with excessive behavior referrals and consequences may lose the privilege to sign up for and/or attend class trips and participate in the last day of school activity day for 6th and 7th grades or the 8th grade class picnic.

When a student has progressed through all levels of discipline, his/her case will be reviewed by the administration with a determination of whether the student will be recommended for expulsion.



Student Conduct Violations

A violation of any section of this policy may result in disciplinary action such as: reprimands; detentions; fines; emergency removal from school; in-school suspension; assignment to an alternative school; suspension; expulsion; permanent exclusion; denial of participation in extra-curricular activities; participation in school sponsored class trips; participation in a community service work program; referral to law enforcement agencies and juvenile court; or other appropriate action. Each of the following sections includes examples which are intended to be illustrative, but not exhaustive.

1. **Disruption in School:** A student will not, through physical or verbal acts, insubordination, or repeated acts of misbehavior, disrupt or obstruct the educational process, while in school or at extra-curricular activities or other school-sponsored functions.
2. **Harassment, Intimidation, Bullying:** A student will not, by means of any intentional written, verbal or electronic communication and use of violence, fear, hazing, force, coercion, threat, or other related behavior intimidate, harass, bully or cyber bully, any other person or persons in a severe, persistent, pervasive manner regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, handicap, disability, or other human differences. This section applies to acts of sexual harassment of another student or a school district employee.
3. **Destruction of School or Private Property:** A student will not cause or attempt to cause willful destruction or defacement of school or private property.
4. **Inappropriate use of Technology:** A student may not use school issued computers/technology or personal technology (i.e. personal computers, smart phones or other electronic devices) that access pictures, videos, websites containing inappropriate material. They may not bully or harass other students using school computers or personal technology items during the school day. Students will face school discipline and/or removed from using technology/electronic devices at school.
5. **Fighting, Assault and/or Threat:** A student will not verbally abuse, threaten or physically attack any person. Students who fight will face out of school suspension.
6. **Firearm or Knife:** A student will not possess, handle, conceal, transmit or use a firearm or a knife on a school district property, in a school vehicle or at any school-sponsored activity or function without the express prior authorization by the administration (e.g. a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is considered to be a violation of this section.

7. Dangerous Weapons, Instruments, and Objects: A student will not possess, handle, transmit or conceal any object, ordinance or other substance which is considered a dangerous weapon, instrument capable of harming another person or material in support of such a weapon or instrument. Possession of cigarette lighters or counterfeit weapons is considered to be a violation of this section.
8. Narcotics, Alcoholic Beverages and Drugs: A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, controlled substance, counterfeit drug, or any substance that causes physical or mental change. Possession of drug paraphernalia is considered to be a violation of this section. This section shall not apply to a student who takes a prescription drug under the written authorization of a licensed physician and reports this prescription to the nurse or administration.
9. Possession and/or Use of Tobacco/Nicotine: A student shall not possess, transmit, conceal or use tobacco in any form including vape pens, vape liquid or any part of a vaping instrument.
10. Profanity and/or Obscenity: A student will not annoy, embarrass or humiliate others, or disrupt the education process or other school-sponsored activities or functions, through the use of written, verbal gesture, or other means of profanity or obscenity.
11. Truancy and Tardiness: A student will comply with and be subject to the state's compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.
12. Insubordination: A student will comply with directions of authorized school personnel and rules in the school handbook during any period of the time the student is properly under the authority of the school. Repeated violations of any rule, directive, discipline procedure or lying to school personnel are considered forms of insubordination.
13. Abusive Language to a teacher or school employee: A student will not direct profanity or obscene gestures in an abusive manner to a staff on school grounds or off school grounds
14. Inappropriate Dress: A student will not dress or appear in a fashion that:
(A) Interferes with the health, safety or welfare of that student or of others;
or (B) Causes undue attention disrupts or otherwise interferes with the educational process or other school functions.
15. Theft: A student will not take or attempt to take into possession the public property or equipment of the school district or the personal property of another person.

16. Extortion: A student will not obtain or attempt to obtain another person's property, or coerce or attempt to coerce another person to engage in an act, either by implied or expressed threat.
17. False Identification: A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of another person or the times, dates, grades, addresses or any other data maintained by a correspondence directed to any school in the school district. Lying to school personnel is considered to be a violation of this section.
18. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times or when that student's presence may cause disruption of the educational process or a school activity, service or function.
19. Breaking and Entering: A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
20. Gambling: A student shall not engage in any act of gambling or game of chance for money or valuables.
21. Misuse of Vehicles: A student who brings a moving vehicle to school must obtain a parking permit and park where assigned. A student shall not use a moving vehicle on or near school property in an improper way that has the potential to cause harm to one's self or to others or their property, or that violates school regulations governing use of moving vehicles.
22. Electronic Devices: Cell Phones, Ipods, MP3 players, blue tooth speakers/headphones, music playing devices in general, headphones, electronic games and any other electronic device are to be turned off and kept in the student's locker and not used during the school day. School issued computers are to be used appropriately. Violations of this rule will result in the device being confiscated and parent to pick up item. Cell phones, personal computers, Ipods, MP3 players, electronic games and any other electronic device may be searched if there is reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. **Use of Cell Phone, text messaging, social media apps, taking pictures/videos is prohibited during school hours.** Note: If students bring any of the above mentioned items to school and the items are lost or stolen the student assumes full responsibility for the item. It is highly recommended by the administration to leave these devices at home.
23. Chewing gum on school property:
In order to maintain the cleanliness of school grounds and furniture, **chewing gum is not permitted during the school day.** Failure to abide by this rule will result in a verbal warning. Continued disregard for this rule will be considered insubordination.

Calendar Year Expulsion

Any student who possesses, handles, conceals, transmits or uses a firearm or a knife on any school district property, in a school vehicle or at any school-sponsored activity or function, without the express prior authorization by the administration shall be subject to expulsion from school for a calendar year. Such an expulsion shall extend, as necessary, into the school year following the school year in which the incident giving rise to the expulsion takes place unless otherwise modified by the Superintendent in accordance with the policy of the Board.

Permanent Exclusion Violations

A student may be subject to permanent exclusion from attending any school in the state of Ohio if that student is 16 years of age or older at the time of commission of any of the following violations of law, which, if committed by an adult, would be a criminal offense:

1. Conveying, or attempting to convey, or possessing any deadly weapon or dangerous ordnance onto, or carrying a concealed weapon on any school property or at any school activity;
2. Engaging in drug trafficking on any school property or at any school activity;
3. Committing any of the following on school property or at any school activity if the victim at the time of commission of the act was an employee of the Board: aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition, or felonious sexual penetration; or
4. Having complicity in any of the acts listed above, regardless of whether the act of complicity was committed on school property or at any school activity.

Principals, acting in their official capacity and having knowledge of or observing a student committing any of the violations listed above, shall report the violation to the superintendent of the school district where the act or violation occurred, and within a reasonable amount of time, to the local law enforcement agency having jurisdiction.

B. STUDENT DISCIPLINE

Effective discipline which is necessary for all students to attain a quality education requires mutual respect for the rights of others. In order to establish and maintain effective discipline in this school district, the Madison Local Board of Education delegates to school officials the authority to publicize and enforce the Board's policies and regulations, and school rules governing student conduct anywhere on school property or at any school events.

The board recognizes that:

1. An orderly, purposeful learning climate is essential to the educational process;
2. School district employees have a responsibility to respect each student, to hold high expectations for each student's behavior and to honor each student's rights; and



3. Students have a responsibility to respect each school district employee as an adult authority, to follow the reasonable directives of each school district employee, without challenge, and to conduct themselves in a civil manner and within the Board's prescribed policies for student conduct expectations.

The certificated and support staffs will cooperate fully with administrators to maintain an appropriate disciplinary atmosphere throughout the school district which is consistent with the policies of the Board and their respective areas of responsibility. Together they will periodically evaluate the effectiveness of the school district's student conduct expectations and consequences, and recommend any changes in those policies which may be necessary. Student discipline shall be the primary responsibility of the certificated and support staffs, and the administrators of the school district shall support the certificated and support staffs in their enforcement of student discipline to the greatest extent possible. All school district employees shall support the Board in achieving and maintaining a safe, orderly, purposeful and well-disciplined learning environment throughout the school district.

Teachers are responsible for handling student discipline in their classroom, bus drivers are responsible for handling student discipline on their bus, and all other employees are responsible for handling student discipline problems that they encounter. Each case of unacceptable behavior by a student will be handled individually.

If the student does not respond to the reasonable directive of a school district employee, that employee will then refer the student to the principal. The offending student may be subject to disciplinary action such as: reprimands; detentions; Saturday School; fines; emergency removal from school; assignment to an alternative school; suspension; expulsion; permanent exclusion; participation in a community service work program; or other appropriate actions, except that corporal punishment shall not be used by any school district employee as a disciplinary action.

In necessary cases, school administrators may refer students to and shall cooperate with local law enforcement officials and with representatives of the courts, and provide them with necessary information in dealing with incorrigible students. The failure of students to meet the Board's expectations for their conduct anywhere on school property, at bus stops or at any school event will result in disciplinary measures and sanctions required to address the nature of the student's offense. In extreme cases, school district employees may use an amount of force and restraint as is reasonable and necessary:

1. To quell a disturbance threatening physical injury to others
2. To obtain possession of weapons or other dangerous objects upon the person or within control of that student
3. To act in self-defense
4. To protect other persons or their property

Zero Tolerance

The board has zero tolerance of violent, disruptive or other inappropriate behavior by its students. The Board expects students to:

1. Conduct themselves in a manner which displays mutual respect and consideration for the right of others;
2. Comply with conduct expectations found in Board policies and school regulations; and
3. Follow all reasonable directions from authorized school personnel.

Any student who: (A) fails to comply with established Board policies or school rules or with any reasonable request made by school personnel on school property, at any site of interscholastic competition, extra-curricular event, or any other school activity or function; or (B) engages in misconduct off school property which is either connected to activities or incidents which may have occurred on school property, or which is directed at a school district official or employee, or their property, regardless of where it occurs, is subject to approved student disciplinary outcomes. School personnel, students or parents, should report any student offenses to the principal of the school or school administrator of the school property where the misbehavior occurred.

The Board directs the Superintendent or designee to:

1. Develop regulations which establish strategies ranging from prevention to intervention to address student misbehavior; and
2. Cooperate in the prosecution of any student who violates the criminal laws of the state of Ohio or local ordinances.

C. CHEATING

In addition to increasing knowledge, the educational process provides a student with the opportunity to develop strong personal character.

This development occurs by choice, not by accident. In school, this choice occurs frequently during tests. These evaluations are valid only if done honestly. Given the fact that cheating invalidates the test results and promotes irresponsibility, the following policies will be adhered to.

First Offense

1. This assessment will be invalidated.
2. The administration and guidance department will be notified.
3. The teacher will notify the parents.
4. The teacher will assign an alternate assessment for this student.

Second Offense: In addition to the consequences listed above:

1. The student will receive a failing grade for the assignment.

Third Offense: In addition to the consequences listed above: The student will receive a failing grade for the assignment and school discipline determined by teacher and administration will be administered.

D. PLAGIARISM

Writing is an important aspect of instruction at Madison Middle School. All written work submitted must be an original composition.

Copying another person's work or taking someone's ideas and presenting them as original is dishonest. This act also prevents a student from realizing the educational value of research and composition. Students will submit work according to the following guidelines.

1. Papers will be written according to the instructions given by the teacher.
2. Plagiarism – taking or copying literary material, etc. from a book, reference material, pamphlet, chat GPT, or another person, and presenting it as original work is a form of cheating and will be subject to appropriate consequences.
3. Completed papers, rough drafts, note cards, outline notes, etc. will not be shared with other students. Papers submitted must represent only an individual's original work. Cases in which collaboration is evident will be treated as plagiarism and subject to appropriate consequences.
4. Quotations, excerpts, paraphrasing, etc., will be properly documented and footnoted according to the format prescribed by the teacher.

E. SECRET SOCIETIES (Gangs)

Commitment to Safety

The Madison Local Board of Education intends to maintain conditions on school property which are safe for students and staff in accordance with law and the standards set by the State Board of Education. In meeting this commitment, the Board prohibits the presence and activities of gangs on or near school property.

Gang Defined

A gang is defined as “any non-school sponsored group, possibly of secret and/or exclusive membership, whose purpose or practices include the commission of illegal acts, violations of school rules, establishment of territory or “turf,” or any actions that threaten the safety or welfare of others.”

Findings

The Board makes the following findings with respect to gangs and gang activities:

1. Gangs which initiate or advocate activities which threaten the safety and well-being of persons or their possessions anywhere on or near school property are harmful to the educational purposes of the Madison Local School District.
2. Student attendance at school, which is directly related to student achievement, is adversely affected when the presence of gangs intimidates students and causes them to be absent from school to avoid contact with gang members.

3. The use of hand signals and the presence of any apparel, jewelry, accessory, book, tattoo, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, denotes membership in a gang creates a reasonable probability of the commission of unlawful acts on school premises, the violation of lawful school regulations, or the substantial disruption of the orderly operation and instructional process of the schools.
4. Gang incidents involving recruitment, initiation, hazing, wearing of colors or other gang affiliations, intimidation, fighting, assault, or establishment of turf on school property or at school functions and school-related activities are likely to interfere with student attendance, disrupt classroom attention or cause bodily anger, physical harm, or personal degradation or disgrace resulting in physical or mental harm or lost educational opportunities to students.
5. Involvement in gangs has been demonstrated to evolve student behavior toward illegal activities, including but not limited to, drug trafficking, robbery, use of illegal weapons, etc.

Disciplinary Actions

Any student wearing, carrying or displaying gang paraphernalia, making gestures, which symbolize gang membership, causing an incident affecting the school attendance of another student, or attempting to create territorial control at any school district facility shall be subject to appropriate disciplinary action.

Students who engage in gang activities may be prosecuted. A student shall not:

1. Participate in gang-related activities.
2. Appear with, or wear, gang identifications such as attire, colors, or clothing.
3. Designate boundaries or turf, or belong to any group that designates boundaries or turf.
4. Participate in hazing, initiation, or recruiting activities.
5. Deface property with gang graffiti.

In order to refrain from giving gangs publicity, any gang graffiti shall be quietly removed, washed down, or painted over as soon as possible, preferably by those responsible for creating the problem. Prior to removal, graffiti will be photographed for interpretation.

Communication/Notice

Building principals shall adopt school regulations under this policy and provide printed copies of them to students and their parents.

The Board encourages each school to provide students with programs designed to enhance individual self-esteem, to foster interest in a variety of wholesome activities, and to promote membership in authorized student organizations. The Board encourages each school to provide the certificated and support staffs with an awareness of the signs of gang affiliation/activity and information about the potential dangers gang involvement poses.

The Superintendent or designee is authorized to cooperate with the courts, social services agencies, the clergy or other groups to counsel students identified as potentially involved in gang-related activity.

F. HARASSMENT, INTIMIDATION and BULLYING

It is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, to and from school or at school-sponsored events, is expressly forbidden.

“Harassment, intimidation, bullying or cyber bullying” means any intentional written, typed or electronically transmitted, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:

Causes mental or physical harm to the other student; and
Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Harassment, Intimidation or Bullying also means electronically transmitted acts or off campus speech i.e., Internet, cell phone, personal digital assistance (PDA) or wireless hand-held device that a student has exhibited toward another particular student or staff more than once and the behavior both:

Causes mental or physical harm to the other student/school personnel;
and
Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention will be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

All members of the school community are encouraged to act supportively to prevent incidents of harassment, intimidation or bullying. In the event that this behavior is identified, all members of the school community will report the incident to the guidance, teaching or administrative staff. This incident will be investigated and recorded in the school disciplinary files in case of recurrence.

Students who have been determined to have engaged in prohibited behaviors are subject to disciplinary action, which may include suspension or expulsion from school. The district’s commitment to addressing such prohibited behaviors, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation or bullying will not be tolerated by students, faculty or school personnel.

SAFE SCHOOLS HELP LINE

Phone: 1-800-418-6423

Internet: www.safeschoolhelpline.com

Texting: enter 66746 and type in: tips

All tips to the Safe School Help Line are ANONYMOUS.

G. TOBACCO USE BY STUDENTS

With respect to the use of tobacco by students and other persons who have not attained status of legal age, the Madison Local Board of Education finds that:

1. Health professionals have determined the use of tobacco products can be detrimental to the health of both the user and others;
2. Ohio law requires instruction regarding the harmful effects of and legal restrictions against the use of tobacco, prohibits the use of tobacco products by minors, and authorized the imposition of a tobacco ban on school grounds; and
3. Federal law places sanctions upon school districts which permit tobacco use on school property.

Because we wish to encourage good health practices among students of this district, the Board prohibits the smoking, use or possession of tobacco in any form, including, but not limited to, vapes, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school district or at any activity supervised by any school within the district.

Consequences for Tobacco Use or Possession, Vape Pens, Vape Liquid

Violations will result in the following, at a minimum:

1. First Offense. The Student will be suspended from school for **(1) day**.
2. Second Offense. The student will be suspended from school for **(3) three** days and referred to the Madison Township Police Department.
3. Third Offense and Subsequent Offenses. The student will be suspended from school for **(10) ten days** referred to the Madison Township Police Department. Expulsion from school will be considered.

During their term of suspension under this policy, students shall also be denied any participation in extracurricular activities.

H. SUBSTANCE ABUSE BY STUDENTS

The Madison Local Board of Education is committed to achieving a school environment free from substance abuse and/or dependence by its students and staff. The possession, use or transmission of alcoholic beverages, narcotic drugs, depressants, anabolic steroids, illicit drugs, or other controlled substances, by a student in any area under the control of the school district or at any activity sponsored by any school within the district constitutes a hazard to the development of all students.

In response to any such hazard, the Board, acting to protect the health, safety and welfare of students, directs that:

1. Students are required to obey all laws while on school grounds or while involved in school activities. School authorities have the same responsibility as any other citizen to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2. Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession, sale, or use of illegal drugs, anabolic steroids, or alcoholic beverages, but shall not surrender their rights to hearing and review procedures.
3. Post warnings in the locker rooms of students in grades 6-12, in accordance with law, of the effects of the improper use of anabolic steroids and the criminal consequences of such use.
4. If the situation warrants it, the principal shall communicate all available information promptly to the police and offer full cooperation of the administration and faculty in a police investigation.

The Superintendent will recommend for Board approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures shall be in accordance with applicable laws and will be observed by all staff members. The Board desires that students with problems should feel secure enough to ask for help from their teachers or counselors, without fear of reprisal. This means that confidentiality must be maintained, within the limits of the law, and that the long-range welfare of the student will be considered paramount.

Consequences for Chemical Use/Abuse:

1. Possession, use, transmission, sharing, or under the influence

First Offense

- a. The Principal will suspend the student for five (5) days (possibly ten (10) days and recommendation for expulsion depending on severity of the violation) in compliance with the student due process procedures.
- b. The Principal/Assistant Principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange for a conference.
- c. The Principal will notify the parent(s)/guardian(s) in writing, using the Suspension Form.
- d. The Principal/Assistant Principal will notify the Juvenile Office of the Madison Township Police Department.
- e. The Principal/Assistant Principal will notify the appropriate counselor, the Safe and Drug Free Counselor and, when possible, the school nurse.
- f. The student will be given the choice of Initiating counseling with the Safe and Drug Free School counselor or getting an assessment from a trained chemical dependency counselor (private or agency based).
- g. The contacted agency or counselor will notify the school Principal that the client has made contact and is willing to comply with the appropriate assessment process. Based on the data that the student is being evaluated and appropriate procedures agreed upon are being followed, a recommendation will be made to lower the student's original ten (10) day suspension.
- h. If the student agrees to attend the Chemical Awareness Program, the original ten (10) day suspension will be lowered to five (5) days. A contract to ensure attendance and participation must be signed by the student, parent(s)/guardian(s), and administrator. If the student fails to meet his/her responsibility, the balance of the original suspension will be served.

Second Offense

- a. The Principal will suspend the student for a period of ten (10) days in compliance with the student due process procedures.
- b. The Principal will contact the parent(s)/guardian(s) by telephone to arrange a conference.
- c. The Principal will notify the parent(s)/guardian(s) in writing, using the suspension form.
- d. The Principal will notify the appropriate counselor, the Safe and Drug Free Counselor and, when possible, the school nurse.
- e. The Principal will notify the Madison Township Police Department.
- f. The Principal will recommend to the Superintendent of schools that the student be expelled.

2. Supplying/Sale of Chemicals (Drugs/Alcohol)

- a. Supplying or selling of chemicals or any substance represented as a chemical 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 the student due process procedure. In addition charges will be filed with the appropriate authorities.
- b. The Principal/Assistant Principal will contact the parent(s)/guardian(s), by telephone, to arrange a conference.

I. INTERROGATIONS AND SEARCHES

The Madison Local School District has custody of the students during the school day and during school hours of approved extracurricular activities.

The right of inspection of students' school lockers or articles carried upon their person is inherent in the authority granted school boards and administrators and should be exercised so as to assure parents that the school, in exercising its "in loco parent is" relationship with their children, will employ every safeguard to protect the well-being of those children. Nevertheless, that authority is to be exercised sparingly and only when such inspection or search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

Searches of Student Property by School Personnel

Students are discouraged from bringing to school valuable items, which could be stolen, damaged, or prove disruptive to others. If valuable personal property is to be used in a school-related project, the student should arrange with the staff for its keeping.

School administrators may conduct searches of school property assigned to a specific student (e.g. locker, desk, computer, automobile, etc.) and may seize items illegitimately in his/her possession, under the following conditions.

1. There is reasonable suspicion for school authorities to believe that the locker, desk, automobile, or other storage space contains evidence of the student's violation of a criminal statute, Board policy or a school rule.
2. Search of an area assigned to a student should be for a specifically identified item and should be conducted in the student's presence and with the student's knowledge.
3. Illegal items (e.g. drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

The principal of any school which contains lockers which are the property of the Board may search any student's locker and its contents at any time. The principal in those schools shall post in a conspicuous place the following notice:

Student lockers and school computers are the property of the Madison Local Board of Education. All student lockers and their contents are subject to random search by school administrators at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute, Board policy or a school rule.

School administrators may at any time search any student locker, computer, cell phone including software discs, and its contents at any time, if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property under control of the Board, and if a search of lockers and their contents is reasonably necessary to avert that threat or apparent threat.

Searches of Student's Person or Personal Property by School Personnel

Principals and their designees are permitted to search the person and personal property (e.g. purse, knapsack, gym bag, computers, cell phones, etc.) of a student when there is reason to believe that the student has possibly violated either the law or school rules. The following rules apply in such cases.

1. There should be reasonable cause to believe that the search will result in obtaining information that indicates the student's violation of the law or school rules.
2. Searches will be conducted by a staff member, and in the presence of another administrator or staff member, of the same sex as the student being searched.
3. The parents, guardian, or custodian of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as possible after completion of the search.
4. Strip searches are discouraged. A substantially higher degree of certainty (i.e. more than a reasonable belief) is required prior to conducting such a search. In cases where school officials believe a strip search is necessary, law enforcement officials should be called in to conduct the search.

Nothing in this policy shall preclude an administrator from notifying law enforcement officials of a possible violation of municipal, state or federal law.

Searches of Student Property by Police

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

Interrogations of Students by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. Therefore, the following apply to interrogations of students by the police.

1. Whenever possible, police officers should contact and/or question students out of school. When it is necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact will be made, to the extent possible, out of the sight of others.
2. The school principal should be notified before a student may be questioned in school or taken from the classroom.

The police department will be notified by the school principal whenever a student is involved in any type of criminal activity. The school will not attempt to handle situations that are properly in the realm of the police.

J. PROCEDURE FOR SUSPENSION OF A PUPIL FROM SCHOOL

The Principal of a school building or the Superintendent of the school district may suspend a pupil from school for up to ten days for infractions or violation of adapted Code of Student Conduct. A suspension or expulsion may carry over to the following semester or succeeding school year.

- A. If the Principal or Superintendent contemplates suspension of a pupil, such Principal or Superintendent must:
 1. Give the pupil actual written notice of the intent to suspend and,
 2. Provide the pupil with the opportunity of an informal hearing before the Principal, Assistant Principal, Superintendent, or the Superintendent's designee to challenge the reasons for the intended suspension or otherwise to explain his actions.
- B. If, as a result of the hearing, the administrator determines to suspend the pupil, written notification to the parent, guardian, or custodian of the pupil and the Treasurer of the Board of Education will be made within twenty-four hours of the suspension.
- C. The notice to parents or guardian or custodian must include the reasons for the suspension plus the right of the pupil's parent or guardian or custodian to appeal the suspension to the Superintendent. This includes the right to be represented in the appeal and the right to request that the hearing be held in executive session.

On the day(s) of an out-of-school suspension, the student is not allowed to attend school or any school-related activity. Failure to follow this direction will result in a further out-of-school suspension or other disciplinary action.

The student is responsible for all make-up work. One-half credit will be granted for class assignments. There will be a letter grade reduction (or 10%) for major tests and/or projects. A major test or project will be defined as one which counts 15% or more toward the final nine-week grading period grade. No credit can be earned for minor tests. Make-up work and make-up tests must be scheduled and completed immediately upon return, for each individual class and is the student's responsibility to work with the teacher to complete make up material.

Assignments should not be obtained from teachers outside of the student's scheduled class period with that teacher. The guidance office will collect assignment information for suspended students at the parent's request. Suspended students may need to contact classmates to obtain notes given orally during classes missed due to suspension.

V STUDENT TRANSPORTATION TO SCHOOL

A. PROCEDURE

Students who arrive at school on the bus should exit the bus and proceed directly into the building. Students are not to walk to the staff parking lot or hide around the corners of the building. If a student has been dropped off at the school by a parent or has walked to school, the student must wait outside on school grounds until the bell rings. Students who arrive before 8:45AM must wait in the school cafeteria until the bell rings to enter the building.

B. STUDENT CONDUCT ON SCHOOL BUSES

Student Supervision

Parents are expected to supervise their children until they board the bus and after they depart from the bus when attending either school or a school event. Only when students board the bus does their behavior become the responsibility of the school district. Prior to their ride to, and upon the return ride from school or a school event, students' behavior is the responsibility of their parents.

Student Conduct Expectations

The Madison Local Board of Education intends to provide students with safe and efficient transportation to and from school and school activities. To this end, the Board finds that rules governing the conduct of students on school buses and other means of school district transportation to and from school and school activities are necessary. Observance of these rules will ensure safety, prompt arrivals and departures of buses, and proper attitudes on the part of students. Violations of these rules may result in the suspension of bus riding privileges or other sanctions.

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. Students who are provided with transportation to and from school and school events are expected to meet all of the behavioral standards required of them while in school. Failure of students to meet those standards and the rules of student conduct on school buses may result in suspension of their riding privileges for a period not to exceed 10 school days.

Bus Stop Rules

The Board's policies governing student conduct expectations and consequences apply to bus stops. Behavior at the bus stop must not threaten life, limb, or property of any individual. In order that the Board may provide safe and efficient transportation, students will:

1. Wait in their assigned location in an area that is clear of traffic;
2. Board and leave the bus at locations to which they have been assigned unless they have parental and administrative permission to do otherwise;
3. Arrive at pick-up points no more than 10 minutes prior to the scheduled time of the arrival of the school bus;
4. Exercise care in approaching the bus stop by: (A) Walking on the left side of the road to face any oncoming traffic; (B) Waiting for the bus driver's signal and making sure that the road is clear both ways before crossing the road or boarding the bus; and
5. Board and leave the bus on time so that time schedules can be maintained for others.
6. Each pupil shall be assigned a residence side designated place of safety. Driver must account for each pupil at designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed.

Rules for Bus Riders

Riding to and from school and school activities is a privilege and convenience. Any student who fails to follow these rules, engages in disorderly conduct or refuses to submit to the authority of the bus driver will be subject to the disciplinary outcomes established under the Board's policies and provisions of law. The same student conduct expectations and consequences for students in school apply to them on the bus. Therefore, students will:

1. Obey all instructions of the bus driver at all times, promptly and without question or challenge;
2. Board the bus quickly and go directly to their assigned seats in the bus without disturbing or crowding other students;
3. Engage in quiet conversation without yelling or raising their voices;
4. Remain silent when the bus approaches and crosses railroad tracks;
5. Remain seated at all times when the bus is in motion and until it comes to a complete stop and the bus driver signals that it is safe to depart. If students must cross the road upon their departure, they must cross in front of the bus; and
6. Be courteous to fellow students and to the bus driver.

Students may not:

1. Eat or drink on the bus, except as required for medical reasons;
2. Have alcohol, tobacco, or drugs in their possession on the bus, except for required prescription medication;
3. Shout, whistle, use profane or abusive language or gesture, or engage in other distracting actions;
4. Fight, shove, wrestle or engage in other physically distracting actions;
5. Place any part of their body or that of another person's outside the window of the bus at any time;
6. Mark, write on, cut, or otherwise deface the interior or exterior of the bus. The cost of any damage or related repair will be charged to the student's parents;
7. Place any large articles on the seats. All parcels, or other objects shall be held in the students' laps. Aisles and exits must be kept clear at all times;
8. Bring any of the following on the bus at any time: animals, firearms, knives or weapons of any kind;



9. Engage in any other behavior, which violates the Board's policies governing student conduct expectations and consequences, or which the bus driver determines is detrimental to the safe transportation of the students.

Video Cameras On School Buses

The Board authorizes the placement of video cameras on school buses in order to monitor students' compliance with the provisions of this policy and to assist bus drivers in providing safe, orderly, enjoyable and timely student transportation services. The video camera does not replace the authority or responsibility of the bus driver to assure that the basic safe riding rules prevail or that student misconduct results in disciplinary consequences. There will be zero tolerance for violence on the school bus.

All students shall be notified that they are subject to being videotaped on the school bus at any time. Notification to parents of all students shall be made through the student handbook and media. The actual taping shall be audio and video.

The Transportation Supervisor shall:

1. Schedule the placement of video cameras on school buses on a rotation basis so as not to select only certain buses;
2. Maintain a log of use of video cameras on school buses;
3. Note the date, bus number and bus driver's name on all video tapes to ensure the proper recording of who is involved on that date and whether a substitute bus driver was used; and
4. Conduct a random viewing of videotapes to determine if student discipline problems are occurring and, if so, the student misconduct referral reports are being submitted.

The Superintendent or designee may decide to conduct more extensive video monitoring of a bus route, based upon the number of incidents of student misconduct or the seriousness of student misconduct referral reports. Such additional monitoring is meant to supplement, not replace, the written student misconduct referral reports by the bus driver.

After the videotaping has been conducted, the tapes are to be stored at the transportation depot for a period of 10 days. The Transportation Supervisor shall randomly select and periodically review video taping to ensure proper school bus conduct. If no incidents of student misconduct are reported in 10 days, the tapes will be recycled. If such incidents are reported or viewed during random selection, the videotapes are to be kept until the student disciplinary process has been concluded.

The bus driver may request a review of the videotape to aid in writing student misconduct referrals. The review shall occur with the Transportation Supervisor or designee in attendance.

If a student's misconduct requires implementation of a disciplinary action, the videotape may be used as evidence to augment the student misconduct referral report during any hearing with the student and parents or guardian. Any directly affected party to the hearing may request a review of the videotape for that bus. Requests for review must be submitted in writing to the Transportation Supervisor.

C. ENFORCEMENT OF DISCIPLINE

The Board authorizes bus drivers to enforce the established rules for students' conduct on the bus. In order to meet their responsibility, bus drivers may:

1. Assign seats to all or some students at any time that is determined by the bus driver to be appropriate;
2. Handle student misconduct directly. If the bus driver is unable to correct the student's behavior, the bus driver shall make a complete and thorough report of student misconduct to the appropriate building principal for disciplinary actions;
3. Request the assistance of teachers or coaches accompanying students on field trips or extra-curricular activity trips to maintain a safe and orderly environment on the bus; and
4. Use an amount of force and restraint as is reasonable and necessary under the circumstances for any of the following reasons: (A) To quell a disturbance threatening physical injury to others; (B) To obtain possession of weapons or other dangerous objects upon the person or within control of that student; (C) To act in self-defense; or (D) To protect other persons or their property.

If a student's misconduct on the bus persists, the bus driver shall make a report to the Transportation Supervisor. If necessary, the bus driver and the Transportation Supervisor will confer with the appropriate building principal.

All disciplinary actions as a consequence of student misconduct that is reported by bus drivers shall be taken by the building principal or designee in a manner that is consistent with the provisions of law and the Board's policies governing students' disciplinary outcomes for misbehavior, including the necessary removal of a student from the bus by local law enforcement officers, suspension of a student from bus riding privileges for a period of not to exceed 10 school days, or expulsion from bus riding privileges for a period not to exceed 80 school days. If necessary, the student may be referred to local law enforcement agencies for prosecution.

Methods of Correcting Behavior

- Warning
- Change of seats
- Detentions (Lunch or After School)
- Bus Suspension
- Out of School Suspension
- Removal from the Bus

GLOBAL PANDEMIC STATEMENT

The Madison Local School District will follow all mandates and guidelines issued by the Governor of Ohio and the Ohio Department of Health in regards to the safety and wellbeing of the students and staff of the Madison Local School District. In the event schools are closed due to a global pandemic, state or national emergency, all students and staff are expected to fully participate in the educational process through remote or on-line learning or other means deemed necessary by the Madison Board of Education.

MADISON MIDDLE SCHOOL

“Home of the Blue Streaks”

2024-2025

Name: _____

Grade: _____

I have read this school handbook and discussed the rules and regulations governing my conduct while in school or at any school-sponsored function or activity with my parents and guardians. Above all, please follow “STREAK “ behavior. Safety- Teamwork- Responsibility- Effort- and - Kindness!!!!

Signature of Student

Signature of Parent/ Guardian

