

Madison Local Schools

Parent & Student Handbook

2026-27



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This handbook follows local school board policy. School board policy is subject to change throughout the year, often after the School Board approval of the student handbook. Where any inconsistencies between this handbook and School Board Policy occur, School Board Policy will prevail in all cases. The building principals, with the approval of the Superintendent, have the right to amend this handbook.

(Revised June, 2026)

Section 1: General Information

The Madison Local School District serves a student population of 3,700. The student body is housed in three instructional facilities: Madison Primary School (PK-2), Madison Intermediate School (3-6), and Madison High School (7-12).

The **mission** of the Madison Local School District is to provide educational opportunities with expectations for students to achieve and realize their full potential. Accordingly, the Madison Local Board of Education is committed to providing an exemplary program of education in which students expect, believe, and achieve.

Expect. Believe. Achieve.

At Madison Local Schools, we believe that when we set high expectations, foster belief in oneself, and provide the tools to achieve, there are no limits to what our students can accomplish. Everyone in our district is committed to fostering a learning environment where every student can explore, learn, and grow to their fullest potential; ultimately, to empower each individual with the knowledge, skills, and values necessary to thrive in an ever-changing world.

Expect Excellence: We set high standards for both our students and ourselves. We believe that by expecting excellence in all aspects of education, we create a culture of continuous improvement. We encourage our students to embrace challenges, persevere through obstacles, and consistently strive for their best.

Believe in Possibilities: At Madison Local Schools, we understand the power of belief. We cultivate a mindset of optimism and self-confidence in our students. We believe in their unique abilities, and we encourage them to explore their passions, dream big, and envision a future filled with limitless possibilities.

Achieve Success: We are dedicated to providing the guidance, resources, and support needed to help our students achieve success. We define success not only in terms of academic accomplishments but also as the development of well-rounded individuals who are compassionate, responsible, and ready to make positive contributions to society.

Our commitment to "**Expect. Believe. Achieve**" is the cornerstone of our educational philosophy. We pledge to work collaboratively with students, parents, and the community to create a nurturing and empowering educational experience that prepares our students to excel while they are in our halls and throughout their lives.

Together – we **expect, believe, and achieve.**

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence

within District boundaries, or social or economic background. ([See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#))

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Jen Catanese-Grimes, Director of Student Services
jen.catanese-grimes@madisonschools.net
(440) 428-9320

Jack Whaley, Director of Operations
jack.whaley@madisonschools.net
(440)428-1196

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunities.

KEEPING IN TOUCH WITH YOUR CHILD'S EDUCATION

Please visit our website at www.madisonschools.net for upcoming events, district calendar, staff member listing and Infinite Campus log-on.

Directory information is available by calling the district phone number (440) 428-2166

You can access your child's grades, assignments, report cards, schedules, and more through the Parent Portal of Infinite Campus. To log on to Infinite Campus, go to the district website, click on Parents, then the Infinite Campus Icon. If you have forgotten your user login or password, please email any of the school secretaries, and provide us with your full name, telephone number, and best time to reach you.

CHANGES TO STUDENT/HOME INFORMATION

Any change in home address, telephone number, email, emergency number or family physician should be made promptly to the Board of Education Office in order to maintain school records and to facilitate communicating with the parents when necessary. To schedule an appointment or for more information, please call (440) 428-2166.

WITHDRAWAL PROCEDURES

Students withdrawing from Madison Local Schools must notify the building the student currently attends and report to the Board of Education Office to complete the withdrawal process. At the time of withdrawal, all district-issued materials (including Chromebooks, chargers, and textbooks) must be returned, and any outstanding fees must be paid in full. The district will verify that all obligations have been met prior to finalizing the withdrawal. Student records will be released to the receiving school in accordance with state and federal law; however, records permissible by law may be withheld until all materials are returned and fees are satisfied.

ATTENDANCE

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in the classroom and other school activities that cannot be replaced by individual study.

- A doctor's note is recommended for all absences due to illness. Any absence excused with a doctor's note will be coded as "MED".
- A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. These absences will be coded as "ILL". Parent phone calls for illness will not be accepted after the tenth occurrence, and the absence will be unexcused.

Religious Expression Days: Students are given religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty. [See Board Policy 5200- Attendance](#) and ODEW's information on Religious Expression in Ohio Schools.

LOST AND FOUND

Lost and found areas are in each of our schools. Report lost items to the office as soon as you realize that the item is lost. If you have something stolen, report it to the office.

LOCKS AND LOCKERS

Lockers are available at the secondary school. Please see the individual school hyperlink later in this handbook regarding usage.

NOTE: Lockers are the property of the Madison Board of Education and are loaned to students for use. The right of access to these lockers is retained by school personnel for purposes of health, safety, and other just cause as determined by school administration.

TEXTBOOKS, CHROMEBOOKS, AND OTHER DISTRICT PROPERTY

Textbooks remain the property of the Madison Board of Education and are loaned to the pupil for use during the school year. A record is kept of the textbooks which are issued to the students. These records are filed in the office and are referred to if a book is lost or needs to be replaced or repaired.

Fines will be assessed for textbook damage caused by marking or rough handling. Teachers are authorized to fine the student on the following basis:

- Full value for a new book if lost or totally damaged beyond use.
- A rebind fee will be charged for any damaged books that need to be rebounded.

Students in the Madison Schools will have access to and may be issued a Chromebook that is owned and managed by the district. Students are expected to care for any district-issued equipment in a responsible manner and may be assessed for damage and/or subject to discipline for misuse.

STUDENT COUNCIL

Student Councils are available in each of our schools. The Student Council is a representative body selected from the student body with a faculty member who is responsible for guiding the organization.

The main purpose of the Student Council is to make as many student contributions to the school as possible. The council works very closely with the administration to help regulate the many phases of school life.

SCHOOL ACTIVITIES

All three schools provide students with age-appropriate social activities periodically throughout the year. Social activities that occur outside of the school day are still subject to school rules and, unless otherwise noted, are only open to students in that school or grade. Students should be prepared to leave the school activity immediately after it is over.

PERSONAL POSSESSIONS

Valuables are not to be left behind in any room. Please be very careful not to leave money, pens, notebooks, etc., lying around. Electronic devices, calculators, etc. are not the responsibility of the schools.

PERSONAL VEHICLES

Cars, motor cycles, bicycles/mopeds/personal electric vehicles must be used in a way which conforms to all the laws pertaining to vehicles. Drivers/Riders are expected to observe all rules for riding and should secure their vehicle.

ACCIDENTS

All accidents that occur on the way to and from school, on the school grounds, or in the school building are to be reported to the office and the school resource officer or police.

FIRE, TORNADO AND LOCKDOWN DRILLS

Emergency safety drills are regularly scheduled throughout the school year. The purpose of these drills is to ensure that all students and staff are prepared in the event of an actual emergency. Each school (and the district) is responsible for scheduling and coordinating these drills in accordance with board policy and state laws.

Teaching staff maintain Emergency Guidebooks in their classrooms and emergency maps for fire and tornado drills are in each classroom near the exits.

In addition to Fire and Tornado drills, the district will also schedule emergency safety drills that are age appropriate for school lockdowns, evacuation, and power plant emergencies.

Students are to remain quiet during all drills and MUST follow the instructions given by staff at all times.

FEES AND FINES

Participation in non-curricular activities such as school dances, field trips, end-of-the-year events, graduation, etc. can be denied if fees have not been paid in full.

CLINIC & HEALTH SERVICES

A clinic serving students grades PK-2 is in the main office at Madison Primary School, and a clinic serving students in grades 3-6 is in the main office at Madison Intermediate School. The clinic serving students in grades 7-12 is located near the main office of Madison High School. The clinic staff is on duty every school day.

They are available for consultation, illnesses, and emergency services. Students who wish to see the nurse must obtain a pass from the classroom teacher. If the student needs to be excused from school, the nurse or school personnel will contact the parents before allowing any student to leave.

If a student presents to the school clinic with symptoms such as a fever of 100°F or higher, vomiting or diarrhea within the past 24 hours, a persistent cough, sore throat, rash, red or crusty eyes, or other signs of contagious illness, the nurse will assess the child and contact the parent or guardian for pickup. Following guidance from the Ohio Department of Health and the Ohio Board of Nursing, children must remain home until they are symptom-free for at least 24 hours without the use of medication. This includes being fever-free, no vomiting or diarrhea, and the resolution of symptoms like conjunctivitis or unexplained rash. In certain cases, a doctor's note may be required for reentry.

All medications administered during the school day must comply with state regulations and district policy. These procedures are designed to protect the health of all students and staff.

Most minor illnesses and injuries will be handled by school personnel. In case of serious injury or illness, parents and/or Madison Rescue Services will be called. If the parent(s) is(are) not available, the next person designated on the Emergency Medical Authorization will be contacted. It is important that we have accurate phone numbers for your home, cell, and workplace. These phone numbers should be updated throughout the year should they change.

Emergency Medical Authorization Form

The Ohio Department of Health, under authority granted in Section 3313.712 Ohio Revised Code, requires that an emergency authorization form be filled out, signed by a parent/legal guardian, and kept on file for each student. These are due annually on or before Friday of the first week of school.

Medication:

A medication form must be completed for all medications given at school. This includes over the counter medications such as Tylenol, Advil, Benadryl, or Tums. If you feel your child may need an over-the-counter medication during the school year, please complete both sides of the school district's medication form, excluding the prescriber box. An adult is welcome to drop off a supply of the over-the-counter medication for your student along with the completed form.

[Per Board Policy 5330 - Use of Medications](#), students may not carry medication at school. All medications must be kept in the office and require parent permission, doctor instructions, and original packaging. Exceptions: Students may carry approved emergency medications (inhalers, EpiPens, seizure meds, diabetes care) with proper forms on file. Sunscreen is also allowed. Students may not share or give medication to others.

Inhalers and Epi-pens. Students that may need to self-administer an inhaler or Epi-pen at school must complete the appropriate forms for Authorization for Student Possession and Use of an Epinephrine Auto injector or Asthma Inhaler, this must be signed by both the parent and the prescriber. We ask that parents supply the clinic with an additional inhaler or Epi-pen for backup. Please call the clinic with questions.

GUIDANCE SERVICES

School Counseling services are available at the secondary level and are staffed by Licensed School Counselors. The district maintains a Comprehensive Guidance Plan that outlines available services at each grade level. Wrap-around counseling services are also available through several outside agencies for students who are referred. Finally, [BOE Policy 5350 addresses Student Mental Health and Suicide Prevention](#). For more information about any services contact your school counselor.

NOTIFICATIONS OF RIGHTS AND FORMS

Family Educational Rights and Privacy Act (FERPA) • Federal Link to FERPA • BOE Policy FERPA	McKinney-Vento (Homeless Student) Rights: • Federal Link to McKinney-Vento • BOE Policy Link
Protection of Pupil Rights Amendment (PPRA) • PPRA link	Civil Rights Compliance • BOE Policy Link
Gifted Identification: • BOE Policy Link	Title IX • BOE Policy Link
Missing Children • BOE Policy Link	FAPE/Special Education • BOE Policy Link
Video Surveillance • BOE Policy Link	504/ADA • BOE Policy Link
Environmental Health & Safety • BOE Policy Link (Toxic Substances) • BOE Policy Link (Environmental Safety)	Communicable Diseases • BOE Policy Link (Direct Contact/Safety) • BOE Policy Link (Immunization) • BOE Policy Link (Casual Contact/Safety)
Student Religious & Patriotic Liberties • BOE Policy Link	School Resource Officer/Law Enforcement • BOE Policy Link (Schools & Comm. Agencies)
ALL Board Policies	

MULTI TIERED SYSTEM OF SUPPORT (MTSS) / RESPONSE TO INTERVENTION (RTI)

At Madison Local Schools, our Multi-Tiered System of Supports (MTSS) is a proactive, data-driven framework designed to ensure that every student receives the academic, behavioral, and social-emotional support they need to succeed. MTSS helps us identify students who may need additional support early, allowing us to intervene with targeted strategies tailored to each child's unique needs. Through regular progress monitoring and collaboration between teachers, families, and support staff, we strive to create a responsive and inclusive learning environment. In addition to supporting students who face challenges, MTSS also plays a key role in identifying and enhancing the learning of gifted and advanced learners by providing enrichment opportunities that match their abilities.

PBIS/BEHAVIOR

Positive Behavioral Interventions & Supports (PBIS) : In our efforts to establish Madison Local Schools as a safe, welcoming, and purposeful learning environment, we have implemented a program called Positive Behavioral Interventions & Supports (PBIS).

PBIS actively encourages students to achieve their academic potential while also behaving with good character. At Madison, the focus is on teaching and encouraging appropriate behavior in all areas of the school, concentrating on the instruction of 6 main behavior expectations: Safety, Teamwork, Responsibility, Effort, Attendance, and Kindness.

INDIVIDUAL SCHOOL HANDBOOKS/ STUDENT CODE OF CONDUCT

[Madison Pre-K](#)

[Madison Primary School](#)

[Madison Intermediate School](#)

[Madison High School](#)

EXTRA CURRICULAR ACTIVITIES, CONDUCT AND ELIGIBILITY

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, all extra-curricular activity participants are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participating in all, or part of any extra curricular activity are not entitled to further notice, hearing, or appeal rights. See Athletic Handbook for guidelines, rules and regulations that may apply to all extracurricular activities. Note: The provisions outlined in the Athletic Handbook shall be in effect 24 hours a day, 7 days a week, 365 days a year.

[Madison Athletic Handbook](#)

Eligibility: All students participating in extracurricular activities must adhere to the guidelines set forth by the OHSAA. As a general rule, students must be passing a minimum of 4 credits in the grading period preceding the activity.

The Directors of Athletics of the H.S. and M.S. will be responsible for checking and reporting eligibility each nine weeks to the students, parents, and staff.

John Dragas, Madison High School Athletic Director

Mark McNamara, Madison Jr. High School Athletic Director

TRANSPORTATION/BUS REGULATIONS

NOTE: Riding to school on a school bus is a privilege not a right. The Madison Board of Education reserves the right to revoke riding privileges for students who are in violation of Transportation Guidelines or the Student Code of Conduct.

[Transportation Handbook](#)