

**MEDINA BATTLING BEES**

**STUDENT - PARENT HANDBOOK**  
**2020-2021**

RECOGNIZING POTENTIAL MAXIMIZING ACHIEVEMENT

**Medina High School**

777 East Union Street

Medina, OH 44256

Telephone: (330) 636-3200

FAX: (330) 636-3802

Web Site: [www.medinabees.org](http://www.medinabees.org)

**ATTENDANCE (330) 636-3207 (24 HOURS A DAY)**

**2020-2021 BOARD OF EDUCATION**

Mrs. Valerie Pavlik	Member
Mr. Robert C. Skidmore	Member
Mr. Brian Hilberg	Member
Mrs. Rebecca Parkhurst	Member
Mr. Ronald Ross	Member
Mr. Aaron Sable	Superintendent
Dr. Kristine Quallich	Asst. Superintendent
Mr. David Chambers	Treasurer

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Parent Phone # \_\_\_\_\_ Homeroom \_\_\_\_\_

**BE RESPECTFUL, BE RESPONSIBLE, BE READY**

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## ADMINISTRATION

### Principal:

Dr. Kristine Quallich (Interim).....	330-636-3200
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### Associate Principals:

Joseph Gaudio (MODA).... Administration.....	330-636-3376
Andy Brenner (A-Bol, F-K)...Gold Administration.....	330-636-3376
Julie McCabe (Bom-Col, L-Re)..Green Administration.....	330-636-3301
Mitch Charvat (Com-E, Rh-Z..Green Administration.....	330-636-3301
Todd Hodkey .....	Athletic Director.....330-636-3226
Mason Harper.....	Assistant Athletic Director.....330-636-3226
<b>School Resource Officer .....</b>	<b>330-636-3220</b>
<b>School Psychologist .....</b>	<b>330-636-3200</b>

## SCHOOL COUNSELING STAFF

Sarah Grether .....	Gold Guidance.....	330-636-3325
Heather King.....	Gold Guidance.....	330-636-3325
Kristie Cavalier .....	Gold Guidance.....	330-636-3325
Shawn McDermitt .....	Green Guidance.....	330-636-3350
Carrie Schreck .....	Green Guidance.....	330-636-3350
Dan Senften .....	Green Guidance.....	330-636-3350
Carrie Schreck, Department Chairperson		

Ron Blue.....	330-636-3223
Barb Frye.....	330-636-3298
Trish Jackson.....	330-636-3302

### **MEDINA HIGH SCHOOL GRADING SCALE**

A combination of letter grades and pluses and minuses shall be used to communicate academic progress of students. Rounding up is permitted at .5 or above

97-100 = A+	77-79 = C+
93-96 = A	73-76 = C
90-92 = A-	70-72 = C-
87-89 = B+	67-69 = D+
83-86 = B	63-66 = D
80-82 = B-	60-62 = D-
	0-59 = F

### **ONLINE LEARNING MONDAY SCHEDULE**

Period	Time	Minutes
1	7:45 - 8:05	(20)
2	8:15 - 8:35	(20)
3	8:45 - 9:05	(20)
4-5/5-6	9:15 - 9:35	(20)
6-7/7-8	9:45 - 10:05	(20)
8-9/9-10	10:15 - 10:35	(20)
11	10:45 - 11:05	(20)
12	11:15 - 11:35	(20)

**A-K Gold Schedule (Tuesdays and Thursdays in person)**  
**L-Z Green Schedule (Wednesdays and Fridays in person)**  
**2020-2021 HYBRID SCHEDULE:**

Period	Time	Minutes
1	7:45 - 8:25	(40)
2	8:31 - 9:11	(40)
AM Announcements		
3	9:17 - 10:00	(43)
4-5	10:06 - 10:46	(40)
<b>Lunch 4:</b>	<b>10:06 - 10:36</b>	<b>(30)</b>
5-6	10:42 - 11:22	(40)
<b>Lunch 6:</b>	<b>10:52 - 11:22</b>	<b>(30)</b>
6-7	10:52 - 11:32	(40)
7-8	11:28 - 12:08	(40)
<b>Lunch 8:</b>	<b>11:38 - 12:08</b>	<b>(30)</b>
8-9	11:38 - 12:18	(40)
9-10	12:14 - 12:54	(40)
<b>Lunch 10:</b>	<b>12:24 - 12:54</b>	<b>(30)</b>
11	1:00 - 1:40	(40)
12	1:46 - 2:26	(40)

### REGULAR BELL SCHEDULE:

Period	Time	Minutes
1	7:30 - 8:13	(43)
2	8:17 - 9:00	(43)
AM Announcements		
3	9:04 - 9:52	(48)
4-5	9:56 - 10:39	(43)
<b>Lunch 4:</b>	<b>9:56 - 10:26</b>	<b>(30)</b>
5-6	10:30 - 11:13	(43)
<b>Lunch 6:</b>	<b>10:43 - 11:13</b>	<b>(30)</b>
6-7	10:43 - 11:26	(43)
7-8	11:17 - 12:00	(43)
<b>Lunch 8:</b>	<b>11:30 - 12:00</b>	<b>(30)</b>
8-9	11:30 - 12:13	(43)
9-10	12:04 - 12:47	(43)
<b>Lunch 10:</b>	<b>12:17 - 12:47</b>	<b>(30)</b>
11	12:51 - 1:35	(44)
12	1:39 - 2:22	(43)

### EARLY RELEASE BELL SCHEDULE:

Period	Time	Minute
1	7:30 - 8:06	(36)
2	8:10 - 8:46	(36)
AM Announcements		
3	8:50 - 9:29	(39)
4-5	9:33 - 10:09	(36)
<b>Lunch 4:</b>	<b>9:33 - 10:03</b>	<b>(30)</b>
5-6	10:07 - 10:43	(36)
<b>Lunch 6:</b>	<b>10:13 - 10:43</b>	<b>(30)</b>

6-7	<del>10:13—10:49</del>	<del>(36)</del>
7-8	<del>10:47—11:23</del>	<del>(36)</del>
<b>Lunch 8:</b>	<b><del>10:53—11:23</del></b>	<b><del>(30)</del></b>
8-9	<del>10:53—11:29</del>	<del>(36)</del>
9-10	<del>11:27—12:03</del>	<del>(36)</del>
<b>Lunch 10:</b>	<b><del>11:33—12:03</del></b>	<b><del>(30)</del></b>
11	<del>12:07—12:43</del>	<del>(36)</del>
12	<del>12:47—1:22</del>	<del>(36)</del>

PM Announcements (2 minutes)

~~**2 HR. DELAY BELL SCHEDULE:**~~

Period \_\_\_\_\_ Time \_\_\_\_\_ Minutes

1 9:30—9:58 (28)

2 10:02—10:30 (28)

AM Announcements

3 10:34—11:02 (28)

4-5 11:06—11:36 (30)

**Lunch 4:** **~~11:06—11:36~~** **~~(30)~~**

5-6 11:40—12:10 (30)

**Lunch 6:** **~~11:40—12:10~~** **~~(30)~~**

6-7 11:40—12:10 (30)

7-8 12:14—12:44 (30)

**Lunch 8:** **~~12:14—12:44~~** **~~(30)~~**

8-9 12:14—12:44 (30)

9-10 12:48—1:18 (30)

**Lunch 10:** **~~12:48—1:18~~** **~~(30)~~**

11 1:22—1:50 (28)

12 1:54—2:22 (28)

~~PM ANNOUNCEMENTS (2 MINUTES)~~



## **ASSEMBLY SEATING**

Freshman	Seated in Upper West Balcony
Juniors	Seated in Lower West Floor Bleachers
Sophomores	Seated in Upper East Balcony
Seniors	Seated in Lower East Floor Bleachers

## **NON-DISCRIMINATION STATEMENT**

As required by law, it is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap. The board designates the following individuals to serve as Anti-Harassment Compliance Officers for the District.

Jim Shields, Director of Human Resources/Legal Counsel  
330-636-3033 739 Weymouth Road [shieldsj@medinabees.org](mailto:shieldsj@medinabees.org)  
Kristine Quallich, Assistant Superintendent  
330-636-3092 739 Weymouth Road [quallick@medinabees.org](mailto:quallick@medinabees.org)

## **NON-DISCRIMINATION**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

## **COMPLAINT PROCEDURE**

### **Section 1**

If any person believes that the Medina City School District or any of the District's staff has inadequately applied the principles and/or regulation of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Assistant Superintendent at 330-636-3092 or by email at [quallick@medinabees.org](mailto:quallick@medinabees.org).

### **Section 2**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, Kristine Quallich at 330-636-3092 or [quallick@medinabees.org](mailto:quallick@medinabees.org) who shall, in turn, investigate the complaint and reply with an answer to the complainant.

## **CALENDAR OF EVENTS - 2020-2021**

<b>9/1/20</b>	<b>First Day of School</b>
9/7/20	Labor Day (No School)
<b>10/23/20</b>	<b>End of 1st nine weeks</b>
11/24/20	Early Release
11/25-27/20	Thanksgiving Break (No School)
12/21/20-1/1/21	Winter Break (No School)
<b>1/14/20</b>	<b>End of 2nd nine weeks/1st Semester</b>
1/15/21	Teacher In-Service Day (No School)
1/18/21	Martin Luther King Day (No School)
2/15/201	President's Day (No School)
<b>3/26/21</b>	<b>End of 3rd nine weeks</b>
3/29-4/2/21	Spring Break (No School)
4/5/21	Conference Comp Day - No School
5/3-7/21	AP Testing
5/10-14/21	AP Testing
	Prom TBD
5/20/21	Last Day for Seniors
	Commencement TBD
<b>6/3/21</b>	<b>Early Release/Last Day of School</b>

### **What is PBIS?**

Positive Behavior Interventions & Supports aims to improve student academic and behavior outcomes while ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.

PBIS is not a curriculum, intervention, or practice; it is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and

behavioral practices for improving important academic and behavior outcomes for all students.

### **Be Respectful**

**“Treat others the way you want to be treated”**

Students will...

- Use appropriate behavior and language throughout the building
- Respect themselves and others at all times
- Value school property in and around the building's campus
- Consider the thoughts and feelings of others when choosing your words and actions

### **Be Responsible**

**“Think before you act, speak, or post”**

Students will...

- Be proactive by understanding the Code of Conduct
- Be adaptable by understanding and complying with different teachers' expectations
- Communicate concerns and ideas clearly and effectively
- See Something, Say Something

### **Be Ready**

**“Think ahead so you don't have to look back”**

Students will...

- Be prepared by bringing all materials and completed work to class each day
- Be on time for school and for each class period
- Bring a positive attitude to the learning environment
- Be proactive by considering long-term responsibilities and commitments

## **ACADEMIC POLICIES**

<b>Curriculum Requirements</b>	<b>Class of 2021</b>	<b>Class of 2022, 2023 and 2024</b>
<b>Language Arts</b>	<b>4 credits</b>	<b>4 credits</b>
<b>Mathematics</b>	<b>4 credits</b> * Credits must include 1 credit of Algebra II	<b>4 credits</b> * Credits must include 1 credit of Algebra II
<b>Science</b>	<b>3 credits</b> * Credits must include 1 credit of Physical Science, 1 credit of Biology, and 1 credit of advanced study which includes all additional science courses at Medina High School.	<b>3 credits</b> * Credits must include 1 credit of Physical Science, 1 credit of Biology, and 1 credit of advanced study which includes all additional science courses at Medina High School.

<b>Social Studies</b>	<b>3 credits</b> *Credits must include 1 credit of World History, 1 credit of American History, 0.5 credit of Government, and 0.5 credit of Financial Literacy.	<b>3 credits</b> *Credits must include 1 credit of World History, 1 credit of American History, 0.5 credit of Government, and 0.5 credit of Financial Literacy.
<b>Health</b>	<b>0.5 credit</b>	<b>0.5 credit</b>
<b>Physical Education</b>	<b>0.5 credit</b> *Medina High School allows students who participate in interscholastic athletics, band, Encore or cheerleading for two full seasons to exempt the physical education requirement. Students must take another course for 0.5 credit in its place.	<b>0.5 credit</b> *Medina High School allows students who participate in interscholastic athletics, band, Encore or cheerleading for two full seasons to exempt the physical education requirement. Students must take another course for 0.5 credit in its place.
<b>Electives</b>	<b>5 credits</b> *All students must complete at least two semesters of fine arts (Art, Music, or Theater) taken any time in grade 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.	<b>6 credits</b> *All students must complete at least two semesters of fine arts (Art, Music, or Theater) taken any time in grade 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.
<b>TOTAL</b>	<b>20 credits</b>	<b>21 credits</b>
<b>Testing Requirements</b>	<p><b>END OF COURSE EXAMINATIONS</b></p> <p>Students earn a cumulative passing score of 18 points, using seven end-of-course state tests: Algebra I, Geometry, English Language Arts 1 and 2, American History, American Government and Biology. To ensure students are well rounded, they must earn a minimum of four points in Math, four points in English and six points across Science and Social Studies. Students studying Advanced Placement (AP) courses in American History, American Government or Biology may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these subjects for end-of-course state exams.</p> <p>-or-</p> <p>Students earn 12 points through a State Board of Education approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The State of Ohio will pay one time for those who take the WorkKeys assessment.</p> <p>-or-</p>	<p><b>END OF COURSE EXAMINATIONS</b></p> <p>All students must test for all end-of-course state exams and meet steps 1 or 2 and step 3.</p> <p>1. Students earn a passing score on Algebra 1 and English 2 tests.</p> <p>-or-</p> <p>2. Students demonstrate two career-focused activities: Foundational (one must be foundational): Students earn 12 points through a State Board of Education approved, industry-recognized credential or group of credentials, earn a proficient score on WebXams, or participate in a pre-apprenticeship or acceptance into an approved apprenticeship program. Supporting: Earn a workforce readiness score on the WorkKeys assessment (The state of Ohio will pay one time for those who take the WorkKeys assessment), earn the OhioMeansJobs Readiness Seal, or participate in work-based learning.</p> <p>-or-</p>

	<p>Students earn "remediation free" scores in English Language Arts and Mathematics on a nationally recognized college admission exam. The State of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to take the exam free of charge.</p>	<p>Enlist in the military. -or- Complete college coursework. -and- 3 To demonstrate academic, technical and professional skills, students earn two of the following diploma seals: OhioMeansJobs Readiness seal, Industry-recognized credential seal, College-ready seal, Military enlistment seal, Citizenship seal, Science seal, Honors diploma seal, Seal of biliteracy, Technology seal, Community service seal, Fine and performing arts seal, Student engagement seal.</p>
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## EXAMS

Semester examinations shall be administered in all courses at the end of the first and second semesters. Semester exams may be administered using a modified schedule. If students remain on campus during these non-exam periods, they must be in assigned study hall areas. Seniors are required to take final exams second semester. All students enrolled in an Advanced Placement (AP) course at MHS will take the AP examination. There will be no second semester exam for AP courses. Any student who will be absent during exam week due to a vacation/planned absence are required to take exams upon his/her return. Students will not be permitted to take exams early.

## GRADE POINT AVERAGES

The following table shall be used when calculating grade point averages (GPA's).

<b>Course Grades</b>	<b>Regular Course Equivalent</b>	<b>Honor/Advanced Weighted Course Equivalent</b>	<b>AP Weighted Course Equivalent</b>
A+	2.165	2.415	2.665
A	2.0	2.25	2.5
A-	1.835	2.08	2.335
B+	1.665	1.915	2.165
B	1.5	1.75	2.0
B-	1.335	1.58	1.835
C+	1.165	1.415	1.665
C	1.0	1.25	1.5
C-	0.835	1.08	1.335
D+	0.665	0.915	1.165
D	0.5	0.75	1.0
D-	.335	.58	.835
F	0	0	0

Note: Physical Education courses are calculated at  $\frac{1}{4}$  credit, hence  $\frac{1}{2}$  regular course equivalent.

A student's quarter grade point average will be calculated by taking the quarter grade for each course attempted. The appropriate point values for each grade earned for all courses are totaled. This total is divided by the number of course credits attempted. The final semester grades are used to calculate a student's cumulative GPA. The calculation process is the same using the final semester grades.

We calculate a weighted GPA unless the non-weighted GPA is requested. The following courses shall be weighted:

<u>Honors Courses</u>	<u>AP Courses</u>
Honors Freshman Language Arts	AP Literature and Composition
Honors Sophomore Language Arts	AP Language and Composition
Honors Junior Language Arts	
Honors Debate	
Honors Geometry	AP Calculus AB
Honors Algebra II	AP Calculus BC
Honors Pre-Calculus	AP Statistics

Calculus (given honors credit)	
Honors Physical Science	AP Biology
Honors Biology	AP Environmental Science
Honors Chemistry	AP Chemistry
Honors Physics	AP Physics C Mechanics
Honors World History	AP Political Science
Honors American History	AP Microeconomics
	AP US History
Honors Spanish IV	AP Spanish V
Honors Chinese IV	AP Latin IV
Honors Art Portfolio	AP Art Portfolio
Symphony Band (Senior level only)	AP Music Theory
Symphony Orchestra (Senior level only)	
Concert Choir (Senior level only)	
	AP Computer Science Principles
	AP Computer Science

### **CREDIT POLICY**

Semester grades will be determined using the 40-40-20 formula. Each quarter will be worth 40% and semester exams/projects will be worth 20%. All courses will be required to give a culminating exam or project to determine the 20%. Students must also pass two (2) out of the three (3) criteria for semester grades to earn credit for the course. Students are also required to achieve a 63% for their semester grade to earn credit. All grades entered as an incomplete at the end of each quarter or semester will be automatically changed to failing grades after ten (10) days.

### **HONOR ROLL/MERIT ROLL**

Honor and merit roll shall be based on all subjects in which a student is enrolled and grades will be weighted accordingly. In determining honor roll, any grade below a B- (including Honors and AP) disqualifies a student from this honor. In determining merit roll, any grade below a C- (including Honors and AP) disqualifies a student from this honor.

The following grade point averages are necessary to qualify for each level:

<b>Honor Roll</b>	<b>3.667 GPA or above</b>
<b>Merit Roll</b>	<b>3.000 GPA or above</b>

[Incompletes eliminate students from consideration for honor and merit roll.]

### **CLASS RANKING**

A student is ranked numerically within his/her graduation class based upon his/her cumulative grade point average. The accumulative GPA is based upon semester grades. All members of a graduation class are ranked numerically based upon this accumulative GPA. Ranking is done twice each year, after each semester.

There are additional characteristics of Medina High School's system of weighted class rank that you should be aware of when selecting courses for the coming year. They are:

1. Home schooled credit may be transferred to Medina High School through the Office of Student Services. All home schooled credit will be transferred to Medina High School as Pass/Fail credit. Home schooled credits will be posted toward graduation but will not be calculated into GPA or class rank.
2. Students who transfer into Medina High School with existing credits will have the same credit, GPA, and class rank standards as current Medina High School students. Transferred credits will be adjusted to the guidelines stated above.
3. Class rank will be determined at the end of each semester for each graduating class beginning in the 9th grade year.
4. Final class rank standings will be calculated at the completion of the 8th semester.
5. After 7 semesters, the top 35 seniors will be determined by numerical GPA. After 8 semesters the top 10 seniors will be determined by numerical GPA. All will be honored at commencement. A student must be enrolled at Medina High School and have received grades from Medina High School during semesters 5 and 6 to be included in the top 35 and/or



the top 10. A student must be receiving his or her diploma with the current graduating class to be included in the top 35 and/or the top 10. A student may earn a maximum of two (2) grades of "P" on his or her transcript in order to be included in the top 35 and/or the top 10. A student may earn a maximum of one (1) grade of "P" in one year to be included in the top 35 and/or the top 10. "P"s earned in the 7th and 8th grade are not included in this policy.

6. Seniors who receive the state awarded Honors Diploma will also be distinguished at commencement with a gold tassel.
7. Class rank will be in place for the class of 2021. The class of 2022 and beyond will replace the ranking system with the Latin system.

### **LATIN HONORS**

The following Latin Honors system will be in place for recognizing the graduating class of 2022 and beyond:

Cum Laude: 3.5-3.99  
Magna Cum Laude: 4.0-4.29  
Summa Cum Laude: 4.3 and higher

### **CLASS STANDING GRADE PLACEMENT STANDARDS**

- |                       |  |
|-----------------------|--|
| <b>Ninth Grade</b>    | A student will be in the ninth grade during the first and second semester of his/her high school career.   |
| <b>Tenth Grade</b>    | A student will be advanced to the sophomore class--10th grade--when he/she has been enrolled for two semesters of high school. The sophomore year will consist of the third and fourth semesters of his/her high school career.                                    |
| <b>Eleventh Grade</b> | A student will be advanced to the junior class--11th grade--when he/she has been enrolled for four semesters of high school. The junior year will consist of the fifth and sixth semesters of his/her high school career.  |
| <b>Twelfth Grade</b>  | A student will be advanced to the senior class--12th grade--when he/she has been enrolled for six semesters of high school. The senior year will consist of the seventh and eighth semesters of his/her high school career. Graduation will occur on completion of |

20 credits (class of 2021) or 21 credits (classes of 2022 and beyond) and state testing requirements at the end of eight semesters.

**Grade 13 and 23** In the event a student will continue past 8 semesters of high school, either due to graduation requirements not being completed (grade 13) or extension of special education services (grade 23) students will not be considered part of the senior class.

### **FALL SCHEDULE CHANGES**

**Course Additions** are subject to availability and class size limits. Course additions **must be made within the first 3 days** of the semester in which the course begins. (Full year courses must be added no later than 3pm on August 21, 2020. 1st semester courses must be added no later than 3pm on August 21, 2020 and 2nd semester courses must be added no later than 3pm on January 6, 2021.)

**Course Withdrawals will not be considered for courses requested during spring registration.** If the course was requested during spring registration, the student will remain in the course. Course Withdrawals will not be considered in the event the student is attempting to withdraw from one course to enroll in another. Student requests to change ended April 3, 2020 for grades 10-12 and April 24, 2020 for grade 9. Parent requests to change ended May 1, 2020 for grades 10-12 and May 15, 2020 for grade 9. Teacher initiated change ended June 1, 2020.

**Course Withdrawals to Correspondence Courses** may occur when a student drops an elective or required course in order to enroll in a correspondence course by an approved institution. Evaluation of performance shall be under the direction of the approved institution. Medina High School will transfer these courses using a semester letter grade issued by the approved school of correspondence and equivalent credit to Medina High School courses. All correspondence course credits will be posted on the student's high school transcript. A list of approved institutions can be obtained through Blackboard under the Medina High School, School Counseling Organization, Flex Credit tab. Students wanting to engage in Correspondence Courses need to apply through a Credit Flexibility Application. The student is responsible for all fees. Application and fees must be submitted to the school counselor within the 3 day Fall schedule change period.

**Request for a Schedule Change** will be considered for the following reasons:

- 1) A course is omitted which the student had selected.
- 2) A course is scheduled which the student had not selected.
- 3) Too many courses are scheduled in one semester.
- 4) Lunch is not scheduled.
- 5) A course is scheduled which was completed in summer school.
- 6) A course not completed in summer school needs scheduled.
- 7) A conflict with CCP schedule has occurred.

- 8) Senior students will be accommodated for their *requested one period* of Early Release.

## **PARTICIPATION – COMMENCEMENT EXERCISES**

### **Other Senior Activities (as they pertain to academics)**

Students may not participate in the Spring commencement ceremony unless they have met all of the following requirements:

1. Students in the classes of 2021 must have earned a full twenty (20) units and have passed successfully all the required courses for graduation. Students in the classes of 2022 and beyond must have earned a full twenty one (21) units and have passed successfully all the required courses for graduation.
2. Students must have successfully completed all state testing requirements.
3. Students must have satisfied all time and financial obligations they may owe the school.

## **JANUARY GRADUATION / EARLY COMPLETION**

A student initiated request for January completion of high school must submit an application through his/her school counselor by the end of Spring Registration. A student desiring early completion is responsible for scheduling the required courses for the first semester of his/her senior year. Early graduates are expected to finish the semester and take examinations. Any student not completing graduation requirements at the end of the first semester must attend the second semester. All diplomas will be issued in May. These students may receive their diplomas at the May commencement ceremony.

## **NATIONAL HONOR SOCIETY**

National Honor Society (NHS) is an organization of students chosen by the faculty on the basis of outstanding scholarship, leadership, character, and service. Eligibility is determined by meeting all of the requirements set forth by the National Honor Society. Students who meet those requirements and indicate a desire to be considered for membership will then be rated by members of the faculty in areas of leadership, character, and service. A faculty committee will make final selections.

It should be noted that membership in the NHS is an honor conferred by the faculty, and meeting the eligibility requirements only guarantees consideration, not induction into the Society.

### **NATIONAL HONOR SOCIETY SELECTION PROCESS**

1. Juniors and Seniors are eligible for consideration if they meet the requirements set forth by the National Honor Society.
2. Students must indicate their desire to be considered for NHS by picking up, completing, and returning the NHS Application no later than the due date on the form. Forms will be available at the Hub and online. All deadlines will be strictly observed. Students will be made aware of this form's availability via the morning announcements at the high school. Morning announcements are typed daily and are posted online and at the Hub.
3. Rating sheets are given to faculty members for their recommendations in the areas of character, leadership and service. To encourage consistency, explanations of the ratings accompany the rating sheets. Teachers will be given a minimum of six days, including a weekend, to complete the forms.
4. There are no set quotas or percentages of the number of students who can be included in any one year.
5. Selection is based on the evaluation of all four cornerstones of NHS (character, service, scholarship, leadership). No student is guaranteed selection into the National Honor Society.
6. Letters of acceptance and regret are mailed home.
7. Membership in National Honor Society is a privilege and not a right, and as such, no due process is required for an appeal. However, should a non-selected student desire to question the Faculty Council's decision, the following steps should be followed.
  - \* First consult with the chapter advisor(s), who can best clarify the selection process or the decisions that were made regarding that individual.
  - \* If the response from the advisor(s) is insufficient or unsatisfactory, the concern should be taken to the building principal or other administrator assigned to respond to National Honor Society inquiries.
  - \* Notice of intent to appeal non-selection must be delivered in writing to the advisor no later than one week prior to the scheduled induction ceremony.
8. It should be noted that confidentiality is important for the student and faculty alike, so no individual ratings will be revealed at any time.

## **MEDINA CITY SCHOOLS MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the district will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

### **ATHLETICS/EXTRACURRICULAR ACTIVITIES**

The Athletic Department consists of all interscholastic sports and cheerleaders in the Medina City School District. The department is headed by an athletic director who works closely with the building principals and coaches to bring about an athletic program that is commensurate in coaching and school philosophies. There should also be a philosophical carry over from one sport to the next. In so doing, it is important that the head coach of each sport work with the athletic director and building principals.

The Medina City Schools recognize athletics as one of the many educational experiences provided for youth during their school years. The athletic program strives to contribute to the optimum development of participants as individuals. It also serves an important tool for developing desirable behavior patterns and attitudes. Athletics in Medina are a means to the end of developing well-rounded individuals. Medina athletics are never an end in themselves.

### **PHILOSOPHY OF WINNING**

The varsity level programs, in addition to the above, also stress winning. It should provide opportunities for those athletes that have the potential to play at the varsity level with the understanding that this level demands the highest level of talent within the school community.

The junior varsity program balances winning and participation. Players with varsity potential will be awarded playing time first, recognizing that players develop physically and tactically at different speeds.

The freshman team will allow each player an opportunity to play and demonstrate his/her skills.

The middle school programs emphasize learning and participation.

### **PHILOSOPHY OF SPORTSMANSHIP**

Medina also believes in the values of sportsmanship and strives to promote it among the coaches, athletes, and spectators. As members of the Greater Cleveland Conference, we believe that we should conduct ourselves at all times in a way befitting true sportsmen, realizing that we must be governed by the ethics of honest rivalry and graceful acceptance of results. We urge all supporters of our respective teams to enjoy the game as we do and to do it in a way that will bring credit to our schools, our teams, and our league. Let the players play, the coach's coach, and the officials officiate.

### **POLICIES AND PROCEDURES**

#### **Conflict with other School Activities**

For those student athletes, who are involved in other school activities during the athletic season, conflicts may arise between the athletic activity and the other activity.

#### **Conflict Resolution**

Medina City Schools recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities and will make every attempt to schedule events in a cooperative manner to minimize conflicts. However, students who attempt to participate in more than one extracurricular activity at a time may have a conflict of obligations. When this happens, it is important that the athlete, as soon as he or she knows of the conflict, talks to the coach and the other activity director. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts may be inevitable. It also means immediately notifying the coaches and advisors involved when a conflict does arise.

When potential and/or probable conflicts occur, coaches, advisors, and student must adhere to the following guidelines:

- \* Tournaments
- \* Scheduled Contests or Performances
- \* Scheduled Rehearsals or Practices
- \* Conditioning

These guidelines may not resolve all conflicts. In these situations, it is the responsibility of the coaches and advisors to resolve the conflict through mutual agreement. If this cannot be done, the situation should be referred to the principal who will make the final decision based on the following information:

- \* Importance of each event to the student
- \* Parental input
- \* Relative importance of each event
- \* Relative contribution the student can make

Once the final decision is made and the student has followed that decision, he/she shall not be penalized or chastised in any way by the coach or advisor. If it becomes obvious that the student cannot fulfill the obligation of the school activity, he/she should withdraw from the activity.

### **Practice**

Athletes are expected to attend practice. The athlete is excused from practice, if he/she is sick and not in school. If he/she cannot make practice, then he/she must see the coach. There could be penalties for unexcused missed practices. An athlete must arrive by the end of 2nd period for high school and end of 4th for middle school in order to practice or participate in a contest.

### **Risk**

Every reasonable effort will be made to provide for the safety of participants, but there are present in any athletic activity certain physical risks which may result in injury. Proper conditioning and the participant's compliance with rules and coaching are paramount.

### **Hazing**

No athlete shall conspire to engage in or participate in hazing or any conduct similar to hazing or commit any act that injures, degrades, or tends to injure or disgrace any fellow athlete/student or person attending our school.

### **Steroids**

The improper use of anabolic steroids may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. According to the Ohio Revised Code (Sections 3313.752 and 3707.50); possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment. The school penalty for use of steroids would fall under the penalties for illegal drug usage.

### **Talking to the Coach**

There is no guarantee on any amount of playing time. As we move through each level of the program (seventh, eighth grade, freshman, JV, and varsity), there could be very limited time given. The coaches

determine who plays and how long, based on ability, practice, rules, and desire. When there is a question about playing time, the athlete should first talk to the coach. It is important to reinforce with your son or daughter that his/her contribution to the team is just as important regardless of the amount of playing time. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position we are better able to accept the actions of the other and provide great benefit to our athletes. As parents, when your son and/or daughter become involved in our program, you have a right to understand what expectations are placed on your son/daughter. This begins with clear communication from the coach. Talk to the coach first.

The Parent should:

- \* express concerns directly to the coach.
- \* notify the coach of foreseeable problems well in advance.
- \* speak with the coach about any specific concern of that sport.

The Coach should:

- \* explain his/her reasons for actions.
- \* set expectations.
- \* explain team requirements.
- \* explain discipline that results in the denial of participation.

It is appropriate to discuss with your coach:

- \* how your son/daughter feels about the experience.
- \* how your child could improve.
- \* concerns about your son's/daughter's behavior and academic progress.

Coach's responsibility:

- \* playing time.
- \* play calling.
- \* team strategy.

Please do not:

- \* try to discuss another athlete with the coach.
- \* attempt to confront a coach before or after a contest.
- \* attempt to confront a coach before or after a practice.
- \* attempt to confront a coach when in an angry state.

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

**Student Leadership**



Any student in a position of leadership found to be in violation of the code of conduct (with the exception of academic requirements) will be subject to the following:

- \* Immediate termination of all leadership positions and any awards related to these activities.
- \* If a second violation of the conduct code occurs while the student is in a leadership position, he/she will forfeit his/her privilege to run for any leadership position for the balance of the student's high school career.

### **Expectations and Reasonable Conduct**

Students not only represent themselves but also their family, their school, and their community. Since participation is a privilege, it is important that students and parents/guardians be aware of the rules and expectations. A violation of the MCS Code of Conduct may result in the denial of the privilege to participate in an extracurricular activity.

Medina City Schools recognizes that the safety and welfare of individual students and teams are a priority. Therefore, students will not engage in any acts of criminal activity such as, but not limited to vandalism, assault and battery, hazing, theft, or other disruptive conduct.

Students are also expected to behave appropriately during school and extracurricular activities. Detrimental actions include, but are not limited to insubordination, repeated absenteeism, fighting, sexual harassment (verbal or physical), sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, lying, and inappropriate language or gestures. Recognizing the varying degrees of severity, the type of misconduct and a student's previous record of conduct, each situation will be considered individually. The coach/advisor and/or the appropriate administrator will determine appropriate consequences, which may include denial of participation or dismissal from the team/activity. In all cases, the student will have the right to due process and a written record of the incident will be filed with the appropriate administrator.

### **ATHLETIC / EXTRACURRICULAR CODE OF CONDUCT**

The Medina City Schools Code of Conduct is applicable to students in any school sponsored, non-credit, extracurricular activity in grades 7-12 in which the students participate as players, members, performers, officers, and/or chairpersons, including instrumental music during the marching and competition seasons. Students must realize that both the MCS Code of Conduct and the school district discipline policy will be enforced in those situations when both are applicable.

### **Philosophy**

Medina City Schools believes that extra class and school activities are a privilege and a part of the general school program.

We believe students have no absolute right to participate in extracurricular activities, but a privilege that is strongly encouraged. The additional time and requirements of such activities demand each student attain and maintain his/her best possible condition.

We recognize that the use and abuse of mind-altering chemicals as well as alcohol and tobacco is a significant health problem for adolescents, against the law, and will affect the development of the skills necessary to successfully participate in extracurricular activities.

We believe extracurricular activities make school more rewarding. Adherence to certain codes of behavior and academic standards enhances an individual's quality of life.

### **Eligibility**

Any restrictions and/or guidelines due to a student being ineligible will be made available to all students in writing when a student begins his/her participation in an activity.

1. All students participating in any extracurricular activity shall be consistent with those established by the OHSA (Ohio High School Athletic Association) and by the Medina City School Board of Education.
2. Participation restrictions due to ineligibility shall be consistent for all students.
3. The athletic director and principal's designee shall be directly responsible for enforcing all eligibility matters.
4. At least once a year the principles of eligibility will be explained to the faculty.
5. The status of the academically ineligible student is as follows:
  - a. An ineligible student may be permitted to practice and/or attend meetings. The student would not be permitted to hold an office or a position of leadership.
  - b. The student shall not participate in any type of contest, public performance, or any other activities sponsored by the co-curricular program. Denial of participation will not affect academic standing.
  - c. If the principal, athletic director, and/or coach/advisor feel a student should not be practicing with the activity because of citizenship, attitude, or academic work, the student may be denied this privilege.
  - d. Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined to be ineligible.

## **GENERAL REGULATIONS**

Daily attendance is mandatory. A student must be in attendance to participate in practice, competition, or public performance held on a school day unless approved by a building administrator (i.e. college visitations, funerals, school business, doctor's appointment). An athlete must arrive by the end of 2nd period for high school and end of 4th for middle school in order to practice or participate in a contest or performance. Any student who has an excessive tardy problem to school - on the day of or day after a performance - could be denied participation in future performances.

Financial obligations resulting from equipment fees, replacement of lost or stolen equipment, and/or unpaid balance from sales projects, must be paid prior to participation in any present or future extracurricular program activity.

It is expected that students avoid social functions where drugs, alcohol, or tobacco products are being used in violation of criminal law or the extracurricular code of conduct.

Students who have charges pending, have been charged, or are under the jurisdiction of the courts may be denied participation for the duration of the court jurisdiction. The only exception would be vehicular violations that do not include alcohol or drugs.

A coach/advisor shall have the right to remove any student from immediate participation in any extracurricular activity under the coach/advisor's supervision if the student's presence poses a danger to persons or property or an ongoing threat of disrupting school; travel, on any school provided transportation; or any school-sponsored activity held on or off school property.

All students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request can be obtained at the Athletic Director's office or from the coach/advisor. Approval will only be considered when the transporting member is the parent or guardian. Approval will not be considered for friends or other family members.

## **ACADEMIC ELIGIBILITY**

Medina follows the rules of the Ohio High School Athletic Association (OHSAA). The bylaw states that a high school athlete must pass in the previous grading period five major classes to be eligible during the next grading period. Please note that a major class carries at least .50 credit for the semester. Physical education does not count as a major class. Also, semester grades do not count toward eligibility.

For incoming 9th grade athletes, the OHSAA mandates that the student pass **5** courses during the 4th grading period.

### **Summer School Credit**

Credit earned in summer school may NOT be used for eligibility.

#### **Continuing/Repeater Courses**

Students who are finishing a course may not use that credit for eligibility, unless the student is enrolled and attends that class for the entire semester.

### **EJECTION FROM A CONTEST**

The OHSAA has adopted (summer 1994) a policy to address athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul. It stipulates that any athlete who is ejected from a contest will be denied participation for the next two (2) contests in all sports but football (one in football). If the occurrence is in the last game of the season, the penalty does carry over to the next sports season in which the athlete participates. An athlete who is ejected a second time shall be suspended for the remainder of the season in that sport.

### **SCOPE OF THE CODE OF CONDUCT**

The tobacco, alcohol, and other drugs (TAOD/DAT) and major misconduct provisions of this MCS Code of Conduct are year-round - beginning for students at the start of the 7th grade and continuing until graduation from the Medina City Schools. Any employee of the Medina City School District or any law official may report a violation to the appropriate administrator (athletic director or principal). Students will not be permitted to avoid the application of this code of conduct by virtue of the timing of the infraction. If a violation occurs at or near the end of a sport season or activity or if the student is not "in season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which he/she is a regular student (i.e. a sport or activity in which the student has participated in previously). Students (except freshmen), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e. one in which he/she is not a regular student). In such cases, the suspension applies to the next sport or activity in which the student is a regular student.

### **MAJOR MISCONDUCT POLICY**

1. Any student in a Medina City Schools extracurricular activity will be subject to disciplinary action if he/she commits any of the following offenses:
  - a. Failure to abide by the discipline code as adopted by the Medina Board of Education, which results in a suspension, either in or out of school.
  - b. Acts of unsportsmanlike conduct during the particular sports season or activity in which the student is involved, such as fighting or verbal abuse of officials, other students, coaches,

advisors, or spectators for which the student is ejected from the team, squad, or activity by game or school officials.

2. Any violations of the stated policy during the season in which the student competes will result in the following:
  - a. Failure to abide by the MCS discipline policy, which results in an Out of School Suspension (OSS), will result in the student not being permitted to practice or compete in any competition or public performances for the duration of the OSS period.
  - b. Failure to abide by the MCS discipline policy, which results in an OSS, will result in the following:

#### **First Offense**

A student suspended out-of-school for the first time will be denied participation for 10% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. The student will not be permitted to practice or compete in any competition or public performances for the duration of the OSS period.

#### **Second Offense**

A student on an OSS for the second time will be denied participation for 20% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. The student will not be permitted to practice or compete for the duration of the OSS period.

#### **Third Offense**

A student on an OSS for the third time will be denied participation indefinitely.

### **TOBACCO, ALCOHOL, AND OTHER DRUG (TAOD) POLICY**

Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege. Commitment to an activity entails additional time requirements and implies the maintenance of top physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the student handbook, students may receive additional consequences relating to their specific activity.

### **TOBACCO**

Students shall not use or have in their possession tobacco in any form, as defined in the Student Code of Conduct.

**First Tobacco Offense**

A student found in violation for the first time will be denied participation for 25% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. If the student agrees to attend and successfully completes the Tobacco Education Group (TEG) program then the penalty is reduced to 10%. In order to use this option, the student must enroll and attend the next scheduled TEG program.

**Second Tobacco Offense**

A student found in violation for the second time will be denied participation for 50% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events.

**Third Tobacco Offense**

A student found in violation for the third time will be denied participation from any extracurricular activity for one calendar year from the date of the violation.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

**DRUG OR ALCOHOL POSSESSION AND/OR USE**

Students shall not possess and/or use any controlled or counterfeit substance, including but not limited to narcotics, hallucinogens, alcohol, steroids, marijuana, and/or paraphernalia related to any of these substances.

**First Drug or Alcohol Offense**

A student found in violation for the first time will be denied participation for 40% of the contests/events/activities (season or tournaments), based on the number of regular season scheduled events. The student is required to attend the Insight Program and successfully complete the program. Failure to participate in or to not successfully complete the Insight Program will result in 100% denial of participation.

**Second Drug or Alcohol Offense**

A student found in violation for a second time will be denied participation for 60% of the contests/events/activities (season or tournaments), based on the number of regular season scheduled events. In addition, the student will be required to have an assessment and complete the recommendations made by that assessment.

**Third Drug or Alcohol Offense**

A student found in violation for the third time will be denied participation for the calendar year.

The administration has the authority to skip steps and invoke a more stringent penalty for continued violations of the TAOD policy in successive years.

**DRUG OR ALCOHOL SALE OR DISTRIBUTION**

Students shall not be involved in the sale or distribution of drugs and/or alcohol. This includes collecting money or facilitating the collection of money for the purpose of purchasing drugs or alcohol and bringing drugs or alcohol to a party.

**First Drug or Alcohol Sale or Distribution Offense**

A student found in violation will be denied participation for one calendar year from the date of violation. The student is required to attend the Insight Program and successfully complete the program. Failure to participate in or to not successfully complete the Insight Program will result in a denial of participation.

**Second Drug or Alcohol Sale or Distribution Offense**

A student found in violation the second time will be denied participation.

**Third Drug or Alcohol Sale or Distribution Offense**

A student found in violation the third time will be denied participation permanently.

**SELF-REFERRAL**

If our goal as a school system is to work in conjunction with the athletes and his/her family, the following is a suggestion that might allow athlete/student or school personnel to work together in order to make the process of helping the student more effective. If a student or his/her parents/guardian comes forward with a violation of the TAOD policy to an administrator and asks for assistance concerning a violation of the policy (prior to any school or law official verifying or witnessing a violation of the TAOD,) there will be a 10% penalty in denial of participation in the activity. The self-referral, however, is still considered a violation for the purpose of accumulation of violations. If another violation occurs during the self-referral period, the student will automatically be required to serve out of the terms of the previous and current offenses consecutively. Students cannot use self-referral as a method to avoid consequences once a Code of Conduct rule is violated and a student has been identified as having violated the Code of Conduct rules. Once a report has been filed citing a violation by the student

Parents are encouraged to inform the school administration when they know that their son or daughter violated the TAOD provision of this

policy. Any student when first questioned about a possible violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) admits to a violation of the policy, the student will follow the definition of the self-referral.

Any student who confides in a teacher, advisor, coach, clergy, or any other adult about a violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) and that person informs an administrator, that student would follow the self-referral definition.

Note: For a student who is involved in a variety of activities, the rules of all the organizations in which the student holds membership will be examined and it will be determined what the denial of participation will be. It is important to note that some activities by their very nature require a no use contract. In those situations, the students will be denied participation in that activity.

### **RANDOM URINE DRUG TESTING**

Recognizing that the use of alcohol and illicit drugs by student athletes is a national problem, and with the support of the Supreme Court, the Medina City School District implements this program of deterrence and identification, as a proactive approach to a truly safe and drug free school. The specific details can be found within the policy 5512.01.

#### **First Positive Result**

A positive result from the MRO or ruling of adulteration will constitute a first positive. The student athlete will be denied participation for 40% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. If a violation occurs at or near the end of a sport season or activity, or if the student athlete is not "in-season" at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next "in-season" sport or activity in which he/she is a regular student athlete. Student athletes (except freshman), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport of activity (i.e. one in which he/she is not a regular student athlete). In such cases, the suspension applies to the next sport or activity in which the student is a regular student athlete. The student athlete will also be required to participate in a drug assistance program, and will be required to submit to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. Failure to comply with these requirements will result in indefinite suspension from athletics.

#### **Second Positive Result**

A second positive result from the MRO or ruling of adulteration will result in the forfeiture of 60% of the contests/events/activities (season or tournament), based upon the number of regular season scheduled events. If a violation occurs at or near the end of a sport season or



activity, or if the student athlete is not “in-season” at the time of the violation, then the penalty will be appropriately adjusted and/or applied to the next “in-season” sport or activity in which he/she is a regular student athlete. Student athletes (except freshman), suspended under this rule, may not avoid the consequences of a denial of participation by trying out for a new sport or activity (i.e. one in which he/she is not a regular student athlete). In such cases, the suspension applies to the next sport or activity in which the student is a regular student athlete. The student athlete will also be required to participate in a drug assistance program, and will be required to submit to three (3) follow-up random drug tests at the expense of the parent/guardian/custodian. Failure to comply with these requirements will result in indefinite suspension from athletics.

### **Third Positive Result**

A third positive result from the MRO or ruling of adulteration will result in the student athlete being barred from participation in any athletic activity for one year. Prior to reinstatement, the student athlete must successfully complete treatment from a certified substance abuse counselor and be released in writing to participate in athletics.

### **Self-Referral for random urine drug testing**

A student athlete who refers themselves prior to receiving a positive result from the MRO will comply with the requirements set in Paragraph 7(b), except the student athlete will be denied participation for 10% of the contests/events/activities (season or tournament), based on the number of regular season scheduled events. Self-referrals may be used on a first offense only. Subsequent positives following a referral will continue to actions stated in Paragraph 7(c) and 7(d). A student athlete may only self-refer one time while a student athlete in the Medina City School District.

## **NO ACADEMIC CONSEQUENCES**

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student athletes academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Medina City School District Board of Education will not solicit. In the event of service of any such subpoena or legal process, the student athlete and the student athlete's custodial parent, legal guardian, or custodian will be notified before a response is made by the Medina City School District Board of Education, to the extent permitted by such subpoena or legal process.

## **ADDITIONAL RULES BY COACHES/ADVISORS**

All head coaches or activity advisors may publish specific rules unique to their programs that are not covered in these general rules. This published set of training rules or organization rules must be filed with

the Athletic Director. A copy of all rules in effect must be given to each student at the beginning of the program or season; the coach or advisor may ask the athletes and/or parents to sign the rules and the signed forms will be kept with the specific coach.

## **ATTENDANCE RESPONSIBILITIES**

Regular attendance is essential to success in school since discussions and work done in class can never be fully recovered. Regular and punctual attendance is expected of all Medina High School students. When in attendance, students are expected to be in their scheduled location. Attendance and promptness to school is the responsibility of each student and his/her parent/guardian. It is also the responsibility of each student and parent/guardian to use discretion in scheduling planned absences and early dismissals from school.

The Ohio Department of Education has a definitely stated policy regarding absences from school (3321.04 RC). In brief, the policy is as follows:

Absences from school for any reason other than those listed below and recommended by the State Department of Education is **not acceptable and will carry disadvantages to the student**. Those reasons acceptable by the State of Ohio and Medina High School are:

1. Personal illness (may require doctor's VERIFICATION).
2. Illness in the immediate family (requiring doctor's orders or parental need that the student remain at home).
3. Medical, dental, or legal appointments (may require formal verification).
4. Death of a relative.
5. Religious holidays. (A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday only requires attendance at a religious service, the student should attend such service before or after school, if possible.)
6. Other emergencies or circumstances that constitute good and sufficient cause as determined by a principal.

## **ATTENDANCE**

One of the ingredients which promotes success in school is regular attendance. The Medina City Schools is committed to assuring that students attend school on a regular basis. In support of this position, the Board of Education has enacted the following policy:

All absences may require medical documentation as deemed necessary by school administration. The excuse is to be submitted to the office on the day you return to school.

The following are considered excused absence:

1. Personal illness
2. Illness in family
3. Death of a relative
4. Quarantine for contagious disease
5. Requested court attendance
6. Observance of religious holidays
7. Other emergency circumstances that constitute good or sufficient cause as determined by the school administrator.

#### **MAKE-UP WORK DUE TO TRAVEL**

The Medina City Board of Education does not believe that students should be excused from school for non-emergency trips out of the district. The responsibility for this will rest with the parents and they must not expect any work missed by their child to be re-taught by the teacher. However, if the school is notified in advance of such a trip by the parent/guardian, a form will be given to the student to take to all teachers in order to procure assignments. Teachers are not obligated to permit make-up work if proper arrangements have not been made prior to departure. Assignments are due on the day of return to school unless arrangements have been previously made with the teacher.

#### **PLANNED EARLY DISMISSAL**

Students needing to leave school before the end of the day should bring a written note to the attendance office in the morning from the student's parent or guardian requesting the early dismissal. Please include the complete name of student, reason, and requested dismissal time. The parent or guardian must sign the student out before leaving the building. If the student returns to school later that day he/she must sign-in at the office and will be given a pass to return to class.

#### **LEAVING THE SCHOOL**

Leaving the school or school grounds without permission violates State Law. Once students arrive on school grounds, they may not leave again without first reporting to the office and following proper procedures. Violations of this procedure will result in disciplinary action and possible referral to Juvenile Court in accordance with the Medina City Day Curfew Ordinance 509.09(A).

#### **TRUANCY**

As defined by the Ohio Revised Code and House Bill 410:

Habitually truant is defined as a school-aged child who is absent from school without a legitimate excuse for 30 consecutive hours (formerly 5 days), or 42 hours in one month (formerly 7 days), or 72 hours in one school year (formerly 12 days) "School month" is defined as four weeks. Students who are habitually truant will be assigned to the Attendance Intervention Team which includes school personnel as well as parents. Failure to improve attendance or participate in this process may result in a complaint being filed with the Judge of the Juvenile Court in compliance with State law.

### **ABSENCE REPORTING**

Parents are responsible for informing the school of his/her child's absence and the reason for the absence before 8:30 am on the day of the absence. Parents/guardians may leave a message the night before or prior to 8:30 am. The message should include the following information:

1. Student's name and grade.
2. Date(s) of absence and return date, if known.
3. Reason for absence.
4. Phone number where parent/guardian can be reached.

These calls may be subject to verification by the Attendance Office.

Upon receiving the absent list for the day, an automated call system will telephone all parents/guardians who have not notified the school of their child's absence; therefore, parents/guardians shall provide the school with their current home, cell and/or work telephone numbers as well as emergency telephone numbers. By law, the primary purpose of this contact is to ensure that the parent is aware of the student's absence from school.

After being absent for part of a school day or if a student arrives after 7:45 am, he/she must report to the North Entrance (D4) Door **before** reporting to class to sign in with high school staff. Students not providing a note or having a call to **verify an absence within two (2) school days** will have the absence deemed unexcused and may result in loss of credit for work missed.

### **TARDY TO CLASS/SCHOOL**

A tardy is defined as arrival to school or class after the tardy bell has rung. It is strongly suggested that a student be in his/her seat prior to the bell sounding to avoid any misunderstandings. If a student arrives late but before 7:50 am, he/she is to report directly to class. Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. If a student is tardy, he/she should report immediately to his/her assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy beyond ten (10) minutes will be considered a "class cut."

As the students **accumulate** tardies, the following consequences may result:

<b>4 tardies</b>	<b>One (1) ASD</b>
<b>8 tardies</b>	<b>Two (2) ASDs</b>
<b>12 tardies</b>	<b>2-hr Saturday School and notification</b>
<b>16 tardies</b>	<b>4-hr Saturday School and notification</b>

The tardies for 2nd period to the end of the school day will be managed by individual teachers following the tardy referral process.

Late arrivals in the morning will be counted tardy prior to the end of second period. After that time a one-half (1/2) day absence will be recorded. Late arrivals are to produce a written excuse from their parent/guardian or a doctor/dentist. All tardies are unexcused unless accompanied by a doctor's or dentist's note. Oversleeping, car trouble, and missing a ride are examples of unexcused tardiness. The Principal or his/her designee shall make the final determination between excused and unexcused tardiness.

### **ILLNESS DURING THE SCHOOL DAY**

Whenever a student becomes ill at school and wants to go home, the student will report to his/her house office with a pass from his/her current teacher. A student must sign in. At no time should an ill student remain in a restroom or unsupervised area. No student will be excused to go home unless one of the parents or designee is personally contacted and the school is given permission to release a student. After two attempts have been made to reach a parent without success, the student must return to class. Students will only be permitted to be out of a class for one period.

**Legitimate excuse** (1) enrollment in another school, (2) bodily or mental condition that prevents attendance, (3) home instruction, (4) demonstrated need to perform duties at home, or (5) possession of an age of schooling certificate.

**Excused absence** (1) illness (illness of a family member), (2) doctor/dentist, legal appointment, (3) funeral, (4) religious observation, or (5) other emergency circumstances that constitute good or sufficient cause as determined by the school administrator.

### **PLANNED ABSENCE**

Students who anticipate being out of school two or more days because of a family emergency, family trip or vacation, or college visitations must notify the attendance office prior to any scheduled absence. Care should be given when planning a vacation during the school year because a student's grades/credit may be adversely affected.

The following criteria apply to all requests for planned absences:

1. Planned absences are not to be requested during those days established for semester or final examinations.
2. It will be the student's responsibility to make arrangements for makeup work and/or tests missed upon return to school. Students are permitted one day of makeup time per one day of absence. Teachers will not be expected to tutor individual students.
3. All work and/or tests are expected to be made up in the prescribed period of time. Failure to do so will result in "0" credit to be computed in the student's current grading period average.
4. Absence in excess of seven (7) consecutive school days may require individual tutoring at the parent's expense.
5. A college official must verify that a college visit has been successfully completed.

### **COLLEGE VISITATIONS**

Students are encouraged to make college visitations during times school is in recess and during the summer months. Students are permitted up to three (3) visitations during the school year and will not be counted toward total absences. Upon returning from the visit, students must provide the attendance office with verification of the college visit (i.e. parking pass or letter from the university).

### **DRESS CODE**

Students who are respectful of themselves and others understand that pride in oneself may be reflected in their personal appearance.

Being ready for school includes preparing for the day by choosing proper attire that reflects a consideration of hygiene, safety and environment.

The following statements are provided as guidelines to promote understanding of a few areas of concern:

1. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting or depicting sex, violence, or self-destructive behavior; or any item that defames the nation, state, community, or an individual will not be permitted.
2. Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may **NOT** be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti

straps, sheer or fishnet shirts, fishnet stockings, and cut-offs or other tops which show midriff. Clothing should cover navels, cleavage and hipbones. Underclothing should never be visible.

3. Dresses, skirts, and shorts, or clothing showing skin must be fingertip length including dresses, skirts, shirts and sweaters worn over leggings or tights.
4. Clothing with group markings or clothing associated with a non-school group or gang will not be permitted; e.g. shirts, sweats, drooping/sagging pants or shorts, or coats of the same color or marking.
5. Chains, spiked collars, spiked belts, or spiked wrist wear may not be worn on school property at any time. These items will be confiscated.
6. Hairstyles: In the instances where long hair and/or hair which are not clean can be hazardous to the wearer or to the health and comfort of other persons in the vicinity, an administrator may direct that steps be taken to correct the hazardous or offensive condition. Such conditions may exist where lack of proper hygiene results in the spread of germs or offensive odors or where certain types of machinery or some activities are involved.
7. Proper footwear must be worn at all times in the school buildings.
8. Sunglasses are not to be worn in the building.
9. Hats, headbands, bandanas or any other type of headwear deemed inappropriate by administration are not to be worn in the building and are to be kept in assigned lockers. Students who choose to wear hooded sweatshirts are not permitted to wear the hoods on their heads. All hair bands worn by students must be approximately two inches in-width and must be worn off the forehead and must be holding back hair.
10. Any new "fads" in clothing or anything not specifically covered in the above guidelines which are considered inappropriate dress shall be dealt with at the discretion of an administrator or designee.
11. No undergarments will be showing (male or female) whether standing or sitting.
12. Coats are to be put in lockers and not worn around the building or in classes without permission. (Warm up apparel is appropriate.)
13. Any other clothing deemed inappropriate by administration can be a dress code violation.

If there are any questions as to the appropriateness of any type of clothing, the school should be contacted in advance.

In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be retained in the office until appropriate clothing is obtained. Any student violating this policy will be subject to disciplinary action.

## **SCHOOL COUNSELING SERVICES & ACADEMIC ADVISING INFORMATION**

### **SCHOOL COUNSELING SERVICES**

The school counselors acquaint students with the educational and career programs and aid them in making a successful adjustment to life in the high school.

They help students plan their programs in light of the student's aptitudes and interests. They have individual and group conferences with students and individual conferences with parents in which test data are interpreted and information given about education and career opportunities.

Students are encouraged to make appointments with their counselors during their lunchtime or study halls unless an emergency exists. Counselors are eager to assist students in any areas concerning their social, personal, or academic life. An "open door" policy is in effect which allows students to see any counselor for personal problems.

IF YOUR COUNSELOR IS NOT AVAILABLE, FILL OUT A REQUEST FORM AVAILABLE IN THE OFFICE AND LEAVE IT FOR THE COUNSELOR. YOUR COUNSELOR WILL BE IN CONTACT WITH YOU AT THE EARLIEST POSSIBLE TIME. NO LOITERING WILL BE TOLERATED IN THE OFFICE AREA. IN THE EVENT OF AN EMERGENCY, NOTIFY THE SECRETARY, AND SHE WILL CONTACT A COUNSELOR.

**NOTE:** Parents are requested to notify counselors of any family circumstances or medical problems that might be a factor in a student's school career, health, or safety.

### **HOMEWORK REQUESTS**

In case of extended illness, assignments may be requested through the main office. **Please allow two days for this material to be compiled.** It is the responsibility of the student or parent to make arrangements for these assignments.

### **COLLEGE CREDIT PLUS**

Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. As a Medina High School student, taking a college course from a public college or university is free. That means no cost for tuition, books or fees. If students choose to attend a private college or university, students may have limited costs.



Medina City Schools currently has agreements with the University of Akron, Kent State University, the University of Toledo, Cuyahoga Community College and Lorain Community College for specific courses; however, students can choose to take College Credit Plus courses from any college that offers a course that would benefit his or her future. This could include online courses. To learn more about College Credit Plus, please visit the [College Credit Plus webpage](#) at Ohio Higher Education.

Medina City Schools will seek reimbursement of a College Credit Plus course that a student failed or from which the student withdrew after 14 calendar days of the course beginning.

All information is posted on the Medina High School website and in the Medina High School Registration Guide.

### **PROGRESS REPORTS**

Student progress can be monitored at all times by accessing your child's Blackboard account. Mid-quarter reports can be accessed on or after the fourth Wednesday of the quarter. Those families who do not have internet access may receive a progress report through regular mail. If you do not have internet access, please notify us at 330-636-3205.

### **GIFTED IDENTIFICATION**

In accordance with Sections 3324.01 through 3324.07 of the Ohio Revised Code and the Ohio Rule for the Identification and Services for Children Who Are Gifted, Medina City School District has established procedures to identify students considered to be gifted.

The district identifies children in grades K-12 who may be gifted in one or more of the following areas:

1. Superior Cognitive Ability
2. Specific Academic Ability
3. Creative Thinking Ability
4. Visual or Performing Arts Ability

Parents may request a Gifted Education packet available at each building and at the Department of Instruction, Gifted Education Office, 739 Weymouth Road. These packets contain detailed information about gifted identification and services in Medina City Schools.

### **WITHDRAWAL FROM SCHOOL**

Parents/ Guardians must contact the appropriate school counseling office to start the withdrawal process. Any student who is going to move outside the Medina City School District should report to his/her counselor's office approximately one week before leaving. All necessary details will be explained to the parent/guardian at that time.

All district owned property must be turned in and fees and/or fines must be paid or your transcript will not be sent to your new school. District owned property is defined as all equipment, books, or materials given to students for which they did not pay to keep. This includes technology such as Chromebooks and textbooks.

## **WORK PERMITS**

The State of Ohio requires any minor (ages 14-17) who is employed to obtain a work permit. The Main Office HUB will assist the student in obtaining the permit. There will be a \$1.00 fee charged for processing. The procedure for obtaining work permits is as follows:

1. Once offered a job, the student must pick up a work permit packet from the HUB. It will include:
  - a. An application for Employment Certificate (This form must be completed and signed by the parent).
  - b. A Pledge of Employer (This form must be completed and signed by the employer.)
  - c. A Physician's Certificate (This form must be completed and signed by a doctor.) A physical performed within the last year, such as a sports physical, will also be accepted.
2. When the forms are completed according to instructions, the STUDENT must bring the forms and a copy of his/her birth certificate to the HUB. The birth certificate MUST be shown to provide proof of age.
3. A work permit will be issued, and the student will receive and sign a form to take to his/her employer.

A new Pledge of Employer form is required each time a student makes a job change. A new Physician's Certificate form will be required if the previous physical was done over one year ago.

Students attending Claggett and Root Middle Schools should obtain the work permit application forms from his/her school's office. Once the cards are completed, however, they MUST be turned in at the high school according to the directions above. The middle school student must be present to sign the official work permit form at the time that the application forms are returned. The student must also bring a copy of the birth certificate and must pay the \$1.00 fee.

## **CHEMICAL DEPENDENCY PROGRAMS**

Medina Senior High School views alcohol or other drug use as harmful and detrimental to students and recognizes chemical dependency as a treatable disease. To assist students with concerns regarding chemical abuse, the high school offers the following groups:

**INSIGHT CLASSES & VAPE EDUCATE:** A series of classes designed to discuss personal patterns of chemical use and the ramifications of this use. Participation may be through referral or on a voluntary basis.

**SUPPORT GROUP:** Weekly meetings of students who assist one another in maintaining a chemically-free lifestyle. Participation is voluntary.

**CONCERNED STUDENTS GROUP:** Weekly meetings for students who may be affected by a friend or a family member's chemical use. Participation is voluntary.

Individual counseling with the chemical intervention coordinator is available either through referral or on a voluntary basis.

Students may contact the intervention coordinator, a guidance counselor, or an administrator for more information.

## **STUDENT DISCIPLINE**

### **AFTER HOURS**

**Students are to be out of the building by 3:00 pm each day unless under direct supervision of a staff member.** Admittance to the school building and grounds is prohibited after hours unless there is a scheduled event. Unauthorized admittance to a school building could be construed as breaking and entering and/or trespassing.

### **CLASS/HALLWAY RULES**

Each teacher will determine specific rules and regulations for their rooms or areas. Rules may differ slightly from room to room because of equipment and safety features necessary. Generally, students will be expected to adhere to the following rules:

1. Go directly from one class to the next or to the area in which your next scheduled activity is held.
2. Do not gather in groups so that passage through the halls is made difficult. There will be no running in the halls.
3. Any item that disrupts or interferes with the educational process as viewed by the Principal or designee may be removed from the student's possession.
4. Students are expected to attend classes with textbooks and supplies for the appropriate class.
5. Do not loiter. All students are expected to clear the hallways before the tardy bell rings.
6. Upon entering classes, take your assigned seat quickly and quietly.
7. Dismissal from class is by teacher, not by the bell. Assist the teacher in cleaning up so the dismissal is not delayed.
8. Food may not be brought into class without administrative approval.

### **BOARD POLICY 5600 - STUDENT DISCIPLINE**

The Board of Education acknowledges that conduct is closely related to learning. An effective instructional program requires an orderly school environment; and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility to their own behavior and consequences of their actions.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. Conform to reasonable standards of socially-acceptable behavior;
- B. Respect the person and property of others;
- C. Preserve the degree of order necessary to the educational program in which they are engaged;
- D. Respect the rights of others;
- E. Obey constituted authority and respond to those who hold authority.

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which it defines as more than 72 hours of unexcused absence. In addition to disciplinary action specified in the parent/student handbook, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purpose of this policy and are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning, do not discriminate among students, do not demean students, and do not violate individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions for the infractions of rules, excluding corporal punishment, which shall relate in kind and degree of the infraction, help the student learn to take responsibility for his/her actions, and be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules. The Superintendent shall inform the Board annually of the methods of discipline imposed by the District and the incidents of student misconduct in such degree of specificity as shall be required by the Board.

Principals shall have the authority to assign discipline to students, subject to the administrative guidelines of the Superintendent and to the student's due process right to notice, hearing, and appeal.

Teachers, school bus drivers, and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

### **STUDENT CONDUCT CODE**

#### **General Statement:**

Disciplinary actions will generally be progressive in nature. Administration may repeat and/or omit steps in the process pursuant to professional judgment as it relates to specific conditions. In addition and when necessary, the disciplinary actions of suspension or expulsion may be carried over to the next school year.

COURT DECISIONS HAVE CLEARLY STATED THAT "STUDENTS ARE CONSIDERED TO BE UNDER THE JURISDICTION OF THE SCHOOL WHILE ON SCHOOL PROPERTY, ON BUSES, OR AT ANY SCHOOL-SPONSORED ACTIVITIES, AWAY SPORTING EVENTS, CONTESTS, TRIPS, ETC."

This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or close proximity thereto, while at a school-sponsored function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Medina City Schools.

### **CODE OF CONDUCT CONSEQUENCES DEFINED**

The following is a list of the types of consequences that are used at Medina High School.

- A. TEACHER DETENTIONS:** Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. After informing the student of the detention, the teacher will notify the parent so transportation can be worked out. Teachers may do this so the student completes unfinished homework or assignments as well as for disciplinary reasons. If detentions are not served, an After-School Detention/Discipline (ASD) will be issued.
- B. EXCLUSION:** Denial of the right to participate.
- C. CONFISCATION:** Surrendering of items/objects that are illegal, inappropriate, or disruptive/distractive to the education process as

determined by administration. All items will be kept by the administration until a parent/guardian makes an appointment to pick them up. Illegal items will be turned over to the proper authorities.

**D. EMERGENCY REMOVAL:** There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.

**E. ASD - AFTER SCHOOL DISCIPLINE:**(Issued for violating Section I –Minor Violations of the Medina High School Code of Conduct) ASDs can only be served Monday through Friday after school from 2:30 to 3:30 in a designated room. A student who has been issued an ASD has the dates, as specified by the student's principal, in which to serve. Parents/guardians are notified by mail and in some cases, may receive a call from an administrator. Students are required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to plan in advance the best way to utilize the *60 minute time* period to be served. Failure to serve ASDs on or before the assigned date will result in additional discipline.

**F. SATURDAY SCHOOL (2-hour / 4-hour):** The Saturday School Detention (SSD) will be in session from 8 am to 12 pm. Students may be assigned for part or whole amounts of time. Minor violations will result in Saturday School from 8 am to 10 am; major violations will incur an 8 am to 12 pm consequence. Final determination for the time of consequences will be made by your Principal.

Students assigned to a continuous four (4) hour period will be permitted one five (5) minute break at 10 am. Each student shall arrive with sufficient educational materials to be busy during this four (4) hour study period.

***Failure to serve an assigned SSD or arrive on time for the SSD will result in an out-of-school suspension.***

Rules and procedures for SSD should include, but not necessarily be limited to the following:

1. Students are to have sufficient learning activities and materials for the period of their restriction.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to use electronic devices or to go to their lockers.
5. Students shall not be allowed to put their heads down or sleep.

6. No radios, cards, magazines, or other recreational articles shall be allowed in the room.
7. No food or beverages shall be consumed.
8. Students are required to have class assignments with them when they attend the Saturday School.

Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student.

The Saturday School shall be held in a school building.

If the student fails to obey the rules established for Saturday School or is removed by the Saturday School monitor, she/he may be subject to an additional Saturday School or out-of-school suspension.

- G. IN SCHOOL RESTRICTION:** In-school restriction is an option that the principal may use to improve attendance and/or to modify student behavior. Students who have violated any section of the Code of Conduct may be assigned to in-school restriction by the principal. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. The teacher(s) is to assign work related to a course of study for which the student will receive full credit. The in-school restriction begins on the date designated by the administrator and ends the morning of the student's return to their regular classroom. There is no appeal process for in school restriction.
- H. SUSPENSION:** "Suspension" means the student may not come to school, attend classes, or any school events. **Credit will be given for work missed due to out of school suspensions provided the student completes and submits all required assignments within 3 school days from the last day of suspension.** Students coming onto school property while they are under "suspension" will be charged by the police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process.
- I. REFERRAL TO SCHOOL RESOURCE OFFICER:** The police officer will work closely with the student and the court system to attempt to modify a student's negative behavior.
- J. COURT CHARGES:** Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. "Unruly," for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.
- K. EXPULSION:** Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any

number of extenuating circumstances. The expulsion itself can last up to ONE school year and may be carried into the next school year if deemed appropriate by the Superintendent. This means that the student does not attend school and is not allowed the opportunity to do any make-up work or attend any school functions. He/she also receives no credit for the semesters for which he/she is expelled. Examples - striking a teacher, setting a fire, bringing a weapon to school, involvement in the sale or distribution of drugs, pulling a fire alarm, etc.

### **SUSPENSION / EXPULSION PROCEDURES**

**Grounds for suspension/expulsion shall include but not be limited to:**

1. Disruption of school by the use of violence, force, coercion, threat, drugs/alcohol, tobacco, weapons, or disorderly conduct. This shall include the use of the same to incite others toward acts of disruption.
2. It should be noted that other possible student conduct, persistent disobedience, gross misconduct, or violation of the law might also serve as grounds for expulsion.
3. Students who are expelled receive no credit for the semester.

Students have the right to appeal suspension decisions to the Board of Education or their designee. A representative of his/her choosing may represent students in the appeal. Please notify the building principal if an appeal hearing is desired. Students must remain suspended during the appeals process.

**L. EXPULSION/FIREARMS:** Section 3313.66 of the Ohio Revised Code states that the Superintendent must expel a student for one year for bringing a firearm on school property, in a school vehicle, or to any school-sponsored event. A definition of a firearm as provided in the Federal Gun-Free Schools Act of 1994 includes the following:

1. Any weapon (including a starter's gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon and any firearm muffler or silencer or any destructive device.
2. The term "destructive device" means any explosive, incendiary, or poison gas, such as a bomb or grenade.

**M. PERMANENT EXCLUSION:** When a student, 16 years of age or older, is being considered for permanent exclusion, it is possible that she/he may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

1. Any possession or involvement with a deadly weapon.
2. Drug trafficking.
3. Murder, manslaughter, assault, or aggravated assault.



4. Certain sexual offenses.
5. Complicity in any of the above crimes.

This process is formal and will usually follow an expulsion and the proper notification of the parents.

Medina High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, students may not appeal. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the student's principal.

**N. TEMPORARY EXCLUSION:** When a student is disruptive or insubordinate, he/she may be temporarily removed from class/study hall/hallway/cafeteria or any other area for an amount of time to be determined by the administration.

**O. SEARCH AND SEIZURE:** Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of its students. Therefore, all lockers, items of clothing, book bags, and vehicles are subject to search under the condition of "reasonable suspicion," and school authorities may seize any items that violate school or criminal rules. Although searches may take place without the knowledge of the students and with no advance warning, every "reasonable" attempt will be made to notify the student and have the student present during the search. Medina High School administration in conjunction with local police authorities may conduct lockdowns and canine searches without prior notification.

### **Anti-Harassment, Anti-Intimidation, or Anti-Bullying Policy**

State Board of Education adopted an anti-harassment and anti-bullying policy in October 2004.

Per Section 3313.666 of the Ohio Revised Code, we must:

Establish a policy prohibiting harassment, intimidation, or bullying.

This policy must be included in student handbooks, employee training materials and clearly define what harassment, intimidation, or bullying are.

**HARASSMENT, INTIMIDATION, OR BULLYING** -- means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another 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.

This behavior does include electronically transmitted acts that meet the above two conditions.

*Guidelines* – Pay special attention to the words chosen or actions taken, whether it occurred in front of others or was communicated to others and the motivation.

---Any activity conducted on or off school property that is sponsored, recognized, or authorized by the Ohio Board of Education.

### **BOARD POLICY 5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school- approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

#### **Harassment, intimidation, or bullying means:**

any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed

against such student, a description of such discipline shall be included in the notification.

### **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this

policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

#### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

#### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

#### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

#### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School

District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy ( ) to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **MEDINA HIGH SCHOOL CODE OF CONDUCT**

Any student who is deemed habitually disobedient may have Disorderly Conduct charges filed against them with the Medina County Courts.

### **SECTION I: MINOR VIOLATIONS**

*These examples of misconduct may result in penalties based on seriousness and disciplinary history which are cumulative for any offense in this section.*

### **RULE 1- HONOR VIOLATION**

Students shall not be involved in activities including but not limited to: cheating, plagiarism, improper collusion, misuse of privileges, forgery, falsification of information, and/or other ethical violations. No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow, or in any manner to actively or passively assist another student to violate any school rule. Any repeated acts of academic dishonesty may result in denial of credit for the semester and further disciplinary consequences.

### **RULE 2 - BUS MISCONDUCT**

No student, while under the authority of a school bus driver, may interfere with the safe operation of the bus through disruptive/destructive actions or words either to other students, the bus driver, or passing motorists. Bus misconduct may result in disciplinary action which may include loss of bus-riding privileges.

### **RULE 3 - DISRUPTION OF CLASS/STUDY HALL OR ANY GENERAL MISCONDUCT**

Students may be disciplined for any other misconduct which, although not detailed herein, is determined by school authorities which disrupts or interferes with the educational process or general safety of students/school.

### **RULE 4- DRIVING/PARKING**

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein. **Students who park on school property without proper permits are subject to school fines, immobilization of their vehicle, or their vehicle towed at their expense.**

### **RULE 5 - ELECTRONIC DEVICES**

The use of cell phones or other electronic devices is permitted at the discretion of school staff. The use or possession of other electronic devices including but not limited to gaming systems and bluetooth devices is not permitted. At school or school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel.



#### **RULE 6 - INSUBORDINATION/NON-COMPLIANCE**

Students shall comply with the reasonable requests, directives, and orders of teachers, student teachers, educational aides, substitute teachers, principals, or other authorized school personnel during any period of time when they are properly subject to the authority of the school (i.e. refusal to give one's name, refusal to surrender items). Verbal and written abuse, including insults and intimidation, will not be tolerated. It shall be considered "insubordination" for anyone to disobey or fail to comply with (which are a part of this code) directives of authorized school personnel.

#### **RULE 7 - FAILURE TO ACCEPT DISCIPLINE OR CONSEQUENCES**

No student shall refuse to accept discipline or punishment from teachers, administrators, school officials, teacher aides, or other authorized school personnel, nor shall any student violate the conditions of student suspension as specified in the student suspension notice to parents.

#### **RULE 8 - INAPPROPRIATE LANGUAGE, COMMENTS, PROFANITY, OR GESTURE**

No student, neither verbally or electronically or through written expression shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language, comments, profanity, or gestures in any school building areas during school hours or at any school-sponsored or related activities or events.

#### **RULE 9 - USE/POSSESSION OF FLAME PRODUCING DEVICES**

The unauthorized use or possession of matches, lighters, or other flame producing devices on school property is not permitted.

#### **RULE 10 - LOITERING/TRESPASSING/UNAUTHORIZED AREAS/BUILDING ACCESS**

Loitering is defined as a student's presence in a restricted area at an unauthorized time. Loitering is congregating in an area within the school without an intended purpose. No student shall enter upon school grounds or enter any school building to which the student is not assigned, either during or after school hours, except with express permission of the building principal or for purposes of attending or participating in a school-sponsored event in which his/her regularly assigned school is involved or where students from his/her regularly assigned school have been invited to attend or participate. No student shall allow access to the building to any person attempting to access the building during school hours. A student who is already the subject of an

emergency removal, a suspension, or an expulsion shall not enter upon any District property without the express permission of the Principal.

#### **RULE 11 - MISCONDUCT AT ANY SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES**

A student who has been accepted or qualified to participate in a school-sponsored or related extracurricular activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations, or policies which govern participation in an extracurricular activity which rules, regulations, or policies are provided to participants and made part of this code. Students attending any school-sponsored or related activity shall not behave in any manner which, in the sole discretion of school authorities, disrupts or tends to interfere with the conduct of that activity. Students will be excluded from attending if in violation of these behavioral expectations.

#### **RULE 12 - TRUANCY AND TARDINESS/MULTIPLE CLASS CUTS**

Students are required by law to regularly attend school. A student shall not be absent from school or an assigned location for all or part of any school day without school authorization and parental consent, and shall be considered truant when he/she is absent from school for any portion of the school day. Excessive tardiness shall also be considered truancy. Leaving the school building and/or grounds without permission is truancy. Make-up work for truanies is not permitted. Additionally, students may be issued a truancy ticket by Medina City Police.

### **SECTION II: MAJOR VIOLATIONS**

These examples of misconduct which are cumulative will result in up to a 10-day suspension along with a possible recommendation for expulsion and police notification due to the more serious nature of these offenses.

#### **RULE 13 - REPEATED VIOLATIONS OF SCHOOL RULES**

No student shall repeatedly fail to comply with school rules and regulations or with directions of teachers, student teachers, teacher aides, principals, or other authorized school personnel.

#### **RULE 14 - DISORDERLY BEHAVIOR**

No student shall create a condition which is physically offensive or presents a risk of physical harm to persons or property or which induces panic. This may also include indecent exposure, physical contact, sexual activity, engaging in a fight or threatening harm to persons or property, making unreasonable noise or communicating unwarranted and grossly abusive language to any person, insulting, taunting, or challenging another in such a manner which is likely to provoke a violent response, or hindering or preventing the movement of persons to, from, within, or upon public or private property, so as to interfere with the rights of others. A student may not outwardly defy a reasonable request from an administrator.

#### **RULE 15 - GAMBLING**

No student shall engage in or promote games of chance, place a bet, or risk anything of value on school grounds, at school-sponsored or related school functions off school grounds, or any other time the student is subject to school authority.

#### **RULE 16 - GANG ACTIVITY**

Subject to any applicable legal and constitutional limitations, no student's dress, apparel, activities, acts of behavior or manner of grooming will be condoned if they:

- A. cause school officials to have reasonable suspicion that such behavior, apparel, activity, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives;
- B. present a physical safety hazard to the student in question, other students, staff members, or other employees;
- C. create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence; or
- D. imply gang membership or affiliation by written communication, marks, drawings, paintings, design, or emblem whether on school or personal property or on one's person.

#### **RULE 17 - HAZING**

No student shall conspire to engage in hazing, harass, persecute, or participate in any act(s) or attempt to threaten, act, or participate in any act(s) that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. Hazing is banned in any form.

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person (see Board Policy 5516).

Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this policy and will not exempt any student from discipline under this policy.

#### **RULE 18 - HARASSMENT/BULLYING/CYBERBULLYING:**

For the purpose of this Code of Conduct, the term “harass” includes, but is not limited to, conduct which intimidates, insults, persistently annoys or otherwise physically or verbally (oral or in writing) abuses another, or any behavior which is threatening, intimidating, degrading, injurious, disrespectful or abusive to another person. No student shall harass any other student, school employee, community member, or school visitor on the basis of color, race, national origin, religion, age, disability status, or other protected characteristics (see Board Policy 5517 and 5517.01).

##### **Cyber Bullying, Identity Theft, Fraud, Libel**

Libel is defined as a written or oral defamatory statement or representation that conveys an unjustly unfavorable impression or statement or representation that is published without just cause and intended to expose another to public contempt. Students and parents should be cautioned that creating fraudulent web pages (e.g. YouTube, Instagram, Twitter, SnapChat or other social media websites) under another person's identity is considered a crime under the Ohio Revised Code. (Identity theft and fraud: ORC 2913.29), (Libel: ORC 2739). Consequences for this infraction may include disciplinary consequences as outlined in the student handbook as well as criminal and civil charges under Ohio law. Please be advised that identity theft is considered a felony in the State of Ohio.

#### **RULE 19 - TOBACCO/SMOKING/VAPOR INHALANT DEVICES**

The use of any tobacco / nicotine products by students, including but not limited to the use and/or possession of electronic cigarettes, vapor inhalant devices, vapor inhalant liquids or associated items is prohibited. This applies to all school-sponsored events and extracurricular activities both on school property and away from school. Use includes possession. Smoking is defined as holding a tobacco product or vapor inhalant device, whether lit or unlit, or having held it at any point and/or tossed it aside.

The “use of tobacco” means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, “vapor,” or other substitute forms of cigarettes, clove

cigarettes or other lighted smoking devices for burning tobacco or any other substance.

**1st Offense** 5-Day In School Restriction reduced to a 3-day In School Restriction requiring mandatory participation in the In-school Tobacco Intervention Program or school-approved counseling and police involvement..

All future incidents will be subject to progressive discipline and further police involvement.

### **RULE 20- EXTORTION**

Intimidating, an implied threat, violence, coercion or forcing another person to do something against his/her will, or to obtain money or anything of value from another on school grounds, at school-sponsored or related school functions, off school grounds, or any other time the student is subject to school authority.

### **RULE 21 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION**

A student shall not cause physical injury or behave in any way which could threaten to cause physical injury to other students, professional staff, employees, or guests who are visiting the school or attending any Board of Education-sponsored and supervised activity. This includes, but is not limited to, hitting and other inappropriate contact.

- A. Assault** - A student who assaults a school employee or other student whether on or off school property, or at a non-school-sponsored or related activity, function, or event may be subjected to discipline. In accordance with Ohio Revised Code Section 3313.66, a student may be subject to suspension or expulsion from school if the Superintendent has reasonable suspicion that the student's continued presence in the school will significantly disrupt or interfere with the educational process or significantly endanger the health or safety of the students or others.
- B. Fighting** - Students involved in fighting on school property, Board of Education-owned vehicles, or in attendance at any Board of Education-sponsored activity will be suspended. In most cases, all parties involved in the fight will be suspended.
- C. Physical Confrontation** - This includes incidents that involve a physical altercation that includes, but is not limited to, inappropriate contact.

### **RULE 22 - THREATS**

**Threats (verbal/nonverbal)** - No student has the right to threaten or attempt to provoke or taunt another person. All such incidents should be reported to a teacher or Principal. The police may also be involved.

**Threats to faculty or staff members** - This includes threatening or being disrespectful or the use of inappropriate language to a faculty

member at any time, including off school grounds and when school is not in session.

**RULE 23 - DAMAGE, DESTRUCTION, THEFT OF SCHOOL AND/OR PRIVATE PROPERTY, VANDALISM (INCLUDING TECHNOLOGY), AND IMPROPER USE OF TECHNOLOGY**

A student shall not cause or attempt to cause damage to school property or to personal property of students, teachers, school personnel, or other persons. Neither shall a student steal or attempt to steal property of students, teachers, school personnel, or other persons or participate or attempt to participate in the unauthorized removal of property either on school grounds or during a school-sponsored or related activity, function, or event off the school grounds. The prohibition of this section includes, but is not limited to, intentional damage or destruction of computer hard drives or materials stored on a hard drive, any form of computer piracy, and any improper usage of the Internet or other online agencies. Pursuant to R.C. 3109.99 and R.C. 3109.091, a student and/or his/her parent or legal guardian shall be held financially accountable to the Medina City Schools for any damage, destruction, or theft caused by their child.

**RULE 24 - FALSE ALARM /9-1-1 CALLS**

The act of initiating a fire alarm or initiating a report warning of a fire or catastrophe such as a tornado, but not limited to, the above mentioned situations without cause. This includes but is not limited to fake 9-1-1 calls at any school function, home or away.

**RULE 25 - BOMB THREATS**

The act of initiating a report warning of a bomb on school property, on Board of Education-owned vehicles, or at Board of Education-sponsored or supervised activities.

**RULE 26 - ARSON**

The willful and malicious burning of or attempt to burn any property of the Board of Education.

**RULE 27 - DRUG PARAPHERNALIA**

A student shall not possess, use, transmit, or conceal any item which is designed for use with any illegal substance while on school property or in attendance at any Board of Education-sponsored or supervised activity.

**RULE 28 - SEXUAL HARASSMENT**

Students are specifically prohibited from sexually harassing any other student, school employee, and community member or school visitor. Sexual harassment is any activity of a sexual nature which is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

\* Some forms of sexual harassment of a student by another student may be considered a form of child abuse that would require that the student-abuser be reported to proper authorities in compliance with State law.

### **RULE 29 - ALCOHOL/CONTROLLED SUBSTANCES/DRUGS/NARCOTICS/INHALANTS/STEROIDS**

During school, summer school, travel on any school-provided transportation, or at any school-sponsored activity held on or off school property, students shall not knowingly possess, buy, sell, use, supply, transfer, apply, or display evidence of consumption of any drug, alcohol or banned substance. "Possession" includes, with limitation, retention of a student's person or in a student's book bag, purse, wallet, locker, desk, or automobile parked on school property.

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the education institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational means. For purposes of this policy, "drugs" shall mean:

All dangerous controlled substances so designated and prohibited by Ohio statute; chemicals that release toxic vapors or fumes; alcoholic beverages; and prescription or patent drugs. These prohibitions include prescription drugs, unless they are prescribed by a licensed physician for the student in question and kept in the original container with the student's name and directions for proper use. Prescription medications shall be kept in the school clinic.

This includes any substance that is a "look-alike" to any of the above, including mood-altering drugs and chemicals which fall into the category of club drugs (e.g. ecstasy, synthetic marijuana, GHB, etc.).

**NOTE:** A first incident of selling, supplying, or transmitting mood-altering chemicals shall be treated as 10-day out-of-school suspension, police contact, and possible recommendation for expulsion.

**1st Offense 5/10 option:** The student participates in the school-sponsored Insight group and approved outside counseling. The student must obtain a professional assessment of the Drug/Alcohol problem from an approved agency. The assessment report must be signed by the parent for release to the building principal. Five days of out-of-school suspension are in effect with the remaining five held. Failure to complete the above-mentioned procedure will result in a ten-day suspension.

**If not the 5/10 option:** Ten-day out-of-school suspension, police contact, and possible recommendation for expulsion. Any violation will result in non-attendance to school-sponsored events (dances, prom, sporting events, etc.).

All future incidents will be subject to progressive discipline.

### **RULE 30 - LOOK-ALIKE DRUGS**

A student shall not use, conceal, sell, purchase, accept, or transmit any substances which are reasonably thought by the administrator to be drugs of abuse, sold as drugs of abuse, or inferred by the seller or buyer to be drugs of abuse. (Medication prescribed by a physician must follow the Board-adopted policy regarding student medication)

- A. A counterfeit controlled substance is defined as:
  - 1. any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
  - 2. any unmarked or unlabeled substance that is represented to be a controlled substance;
  - 3. any substance that is represented to be a controlled substance or is a different controlled substance; and
  - 4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
- B. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 29.
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Rule 29.

### **RULE 31 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS, AND EXPLOSIVES**

No student shall use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on school-owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any



object which is used or may be used to inflict physical harm or property damage.

This prohibition applies to firearms, explosives (including fireworks and smoke bombs), and knives and other dangerous objects of no reasonable use to the student at school. It also applies to any look-alike weapon (such as play guns, starter pistols, stun guns, etc. as well as any literature that promotes the construction and/or use of any incendiary devices) or dangerous object (including normal school supplies like pencils or compasses) which a reasonable person might consider, under the circumstances, capable of harming a person or property.

### **RULE 32 –ELECTRONIC MESSAGING**

No student shall transmit/disseminate statements, comments or pictures which are threatening, offensive, or inappropriate in nature toward another student, group of students, or staff member of Medina City Schools.. No student shall photograph, video, or attempt to photograph, possess, video, or distribute pictures, images or videos of a lewd, sexual, pornographic, or inappropriate nature. Any student who receives an inappropriate message or an image of a lewd, sexual, or pornographic nature while in school or at a school-related event is required to report this incident to school personnel immediately. If a student is found to have received said pictures or images involuntarily, they will not be disciplined. Accessing social media sites during school hours, for personal use, is strictly prohibited.

## **STUDENT SAFETY/EMERGENCY PROCEDURES**

### **FIRE EMERGENCY GUIDELINES**

Fire drills are set up to help prevent injuries and deaths during an emergency and are required by state law. A buzzer signals the fire alarm. Students should walk until they are safely outside. Whenever the fire alarm sounds, the building must be cleared immediately. Students are to leave with their classroom teachers whenever possible.

When out of the building, students are to move as a group with their teacher as far away from the building and entrances as possible.

Trial fire drills are held periodically. Before leaving the building, be sure all windows and doors are shut and lights are off. Every room has instructions posted showing which exits to use for an alarm.

Since the fire alarm equipment is very sensitive, students should avoid congregating near or touching the alarms except in an emergency.

### **TORNADO EMERGENCY GUIDELINES**

1. Students outside the building will be immediately brought inside and placed in the nearest possible shelter area.
2. Students in the gymnasium will seek shelter in the locker rooms.
3. All other students and teachers will check the tornado notice in each room and move if necessary to the marked "safe" area.

4. At no time will staff or students seek shelter in corridors opening south or west. These are the most dangerous areas of the building if we sustain a direct hit from a tornado.
5. Under no circumstances will students be released to go home.
6. Teachers should carry their gradebook/roster at all times during a practice or in an alert.
7. After arrival at the assigned shelter area, students should assume a crouching position with hands and arms protecting their faces and heads and remain this way until told to do otherwise. Students are asked to remain quiet.

### **INTRUDER ALERT GUIDELINES ALICE**

Teachers will:

1. Proceed to the classroom door and look into the hallway for any students.
2. Instruct any students in the hallway to enter your classroom immediately.
  - a. Faculty/Staff members who do not have a class responsibility are to step into the hallway and be available to assist.
3. Lock the classroom door.
- 4.. Staff and students will implement ALICE procedures.

### **SCHOOL CLOSINGS**

Area TV and radio stations will carry school closing information as well as the All Call system and the school website. Students and parents are asked to pay special attention to **MEDINA CITY SCHOOLS** being closed.

### **SCHOOL IDENTIFICATION**

1. School issued ID cards must be in the student's possession at all times, during the school day and at school related events
2. If a student has an ID badge not in compliance with rule #1, they will be sent to their appropriate neighborhood office for consequences.
3. If a student has lost or defaced their ID card, they must get a replacement from the HUB. Cost for replacing the ID card is five dollars (\$5.00), and may be paid by cash, check, or credit card, with the exception of Discover. Failure to get a replacement card will result in disciplinary action.
4. A student ID card should not be given to another person at any time. Violation of this rule will result in disciplinary action.
5. Students who have lost or forgotten their ID will be sent to the office to purchase a new one.

6. ID cards will be necessary for computer usage, admission to school dances and other functions, and for Media Center use. Failure to have your ID card may result in the loss of privileges.
7. ID cards are the property of Medina High School and may NOT be defaced in any way.

### **SCHOOL FEES**

Fees can be paid at the HUB using a check, cash, money order, **Visa or MasterCard**. Fees can be paid online via PayForIt with your Visa or MasterCard. Or, if you prefer, you can pay online via PayForIt with an ACH check. PayForIt is accessed from the Medina City Schools website.

### **VIDEO SURVEILLANCE EQUIPMENT**

Medina High School reserves the right to utilize video surveillance equipment in all public areas, interior and exterior, on school property, to maintain a safe and secure environment for students and staff. Video recording may be used as evidence by administration and police in any situation involving the violation of any rule, regulation, or policy. For reasons of confidentiality, only administration and police will view the tapes/recordings. The tapes/recordings are the exclusive property of the Medina City Schools.

### **VISITOR PASSES**

All visitors must, by State Law, report immediately to the High School Office to explain their purpose for being on school property. **Visitors will be required to surrender their car keys upon entering the building.** This policy has been implemented in order to protect the students and educational environment of the school. Medina High School is a closed campus. No student visitors will be permitted during the school day. Parents are always encouraged to visit our school. Please stop in the main office to obtain a visitor pass.

### **TRANSPORTATION**

#### **TRANSPORTATION OF STUDENTS BY PRIVATE VEHICLE**

School district policy prohibits the transportation of students by private vehicle to school-sponsored events. Parents may transport their child to and from a school-sponsored event with permission from the school, but parents may not transport a child other than their own, even if they have permission from the other child's parent.

## **PARKING RULES AND REGULATIONS**

Since safety is our main concern, the following rules will be observed at all times.

1. Any student who has purchased a parking permit will park in the student lot during the school day. The student parking lots are Lots B/C, E, and F. **STUDENT VEHICLES PARKED IN A FACULTY AREA OR THE RECREATION CENTER PARKING WILL BE TOWED WITHOUT WARNING.**
2. Students with Late Arrival must park in the B/C lot and **MUST** enter the building through the Main Entrance only.
3. The speed limit is 10 M.P.H. at all times. Reckless or fast driving will not be tolerated and may result in loss of parking privileges, disciplinary action, or the towing of your vehicle.
4. All students will park their vehicles in the spaces assigned for student parking, taking up only one parking space. Parking is not permitted along yellow lines, on the grass, or in the visitor's parking area and may not block any driveways. Vehicles are to be parked in lined spaces only.
5. Students parked in the back lot west of the Senior High (Lot C) are **NOT** permitted to walk through Lot B (front parking lot) due to safety concerns. All students are to walk from Lot C to the building via the sidewalk.
6. All cars must be registered with the HUB. **PENALTY:** Failure to register or display a vehicle registration tag on the rearview mirror (facing out) is grounds for loss of parking privileges, disciplinary action, additional fees, and / or the immobilization or towing of your vehicle.
7. Students misusing their parking pass may have their parking privileges revoked for one week and/or up to the remainder of the school year and may receive disciplinary action and additional fees (examples: being in any parking area without authorization, transporting truant students, leaving school property without permission, giving a parking pass to a non-Medina High School student, purchasing a pass for unauthorized students). Using your vehicle in order to violate a school rule will result in a loss of parking privileges for one week up to the remainder of the school year.
8. Once a student drives onto school property, the student becomes the school's responsibility. Leaving school property, even if it is before 7:25 am, may be grounds for revocation of parking privileges, disciplinary action, or both.
9. Immediately upon arrival to school, all drivers and passengers must exit their vehicles and leave the parking lot area. Students should arrive in plenty of time to be punctual for 1st period class. Frequent tardiness may result in the loss of parking privileges.

10. Smoking anywhere on school property, including in a vehicle, is prohibited. Once a student drives onto school property all school rules apply to all occupants of the vehicle.
11. Security officers are school employees and must be shown courtesy and respect at all times.
12. Students who habitually receive school discipline may have their parking privileges revoked. The final determination to revoke parking privileges will be made by the students Principal. If parking privileges are revoked for the semester, no refunds will be given.
13. Students will purchase parking passes only one time during the school year. All fees and fines must be paid prior to students purchasing parking passes.
14. Lost or stolen parking permits must be repurchased. If a parking permit is recovered, the school will refund the money of the replacement permit.
15. Vehicles may be inspected at the discretion of the administration.
16. Price Chart for Student Parking Passes:

Beginning of School Year	\$40.00
2nd Quarter	\$30.00
3rd Quarter	\$20.00
4th Quarter	\$10.00
17. Students who attend Medina High School for 3 or less academic classes may receive their permit for half-price. The Principal in charge of parking will make this final decision.
18. Students caught parking without a permit during the school year may be assessed the full parking permit fee and subject to additional parking fees.

## **MISCELLANEOUS INFORMATION**

### **STUDENT ELECTRONIC HANDBOOK**

This electronic handbook is the student's official handbook of student rules and regulations at Medina High School. Students are expected to share this handbook with their parents/guardians.

### **ANNOUNCEMENTS**

Time has been allotted for the reading of announcements over the Public Address (PA) system / MHS TV each day. The school administration may also make short PA announcements as needed. In addition to this, copies of the daily bulletin are printed and kept at the main office. Students are urged to check these bulletins frequently.

Forms for making announcements are available in the office. These must be signed by the faculty supervisor and turned in to the main office

no later than 2:00 pm prior to the day the announcements are to be made. No announcements will be made for non-school activities.

### **ASSEMBLIES**

Student assemblies are considered to be an important part of the total educational program. Therefore, it is imperative that all students cooperate and display proper behavior.

We will have two types of assemblies at Medina High School, Educational Assemblies and Pep Rallies.

Examples of educational assemblies include presentations by the Music Department, student groups, and outside speakers and performers. Student behavior at an Educational Assembly is to be governed by the understanding that each student is to be responsive, but respectful at all times. Talking and disruption of any type reflect badly on our school and will not be tolerated.

Pep rallies are designed to build school spirit and to demonstrate support for various groups representing our school. Students are encouraged to participate and get involved in these rallies. It is important, however, to follow instructions and cooperate fully with the leaders of the rally.

### **CELL PHONES AND PERSONAL COMMUNICATION DEVICES (PCDS)**

Cell phones or other electronic devices are to be used only with permission from school personnel per policy 5136. All students are required to sign and adhere to the acceptable use policy. At school or school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

### **CLUBS/ORGANIZATIONS**

For information on specific club/organization offerings, refer to the Student Activities Guide available from your guidance counselor or the school website.

### **DANCES**

1. Dances are for Medina High School students only, with the exception of Homecoming and Winter Formal Dances. Outsiders may attend these dances when accompanying as a date of a Medina High School student, but these students must have at least a 9th grade standing and be

age 20 and under. All guests must complete a \_\_\_\_\_ required guest application form and an emergency contact information form.

2. Prom is a senior class event. Seniors may invite another senior or junior from MHS or another high school. Seniors may also invite high school graduates, age 20 and under.
3. Medina High School ID cards are required for admission to all dances. Guests must provide a picture ID as well.
4. All Medina High School rules are in effect at dances.
  - All dance participants are subject to breathalyzers and searches. Those who choose not to participate will not be admitted to the dance.
  - Students who are found abusing any substance are subject to school discipline and/or police involvement.
  - Any student or guest who violates the school dance policy will not be permitted to attend the next school-sponsored dance.
5. There will be no inappropriate dancing as deemed by school officials.
  - Students who participate in dancing that has been deemed inappropriate by staff will be removed from the dance immediately and will not be readmitted.
  - Dancing that is dangerous, inappropriate, or sexually suggestive violates the school's dancing rules and will result in immediate removal from the dance.
  - No warnings will be given.
6. Students should dress appropriately for dances.
  - Dresses must be fingertip length.
  - Clothing may not show excessive skin in the front, back, or sides of the dress.
  - No hats, headbands, bandanas, or sunglasses will be worn.
  - Students must remain appropriately dressed at all times.
7. Ticket Sales / Eligibility
  - No tickets will be sold at the door of the dance. No exceptions!
  - No one will be admitted to the dance after 8:30 pm.
8. Changes in dance rules may occur during the year and will be announced.
9. **All school fees must be paid before purchasing dance tickets.**

### HALL PASS

Hallway passes are provided to students by staff members and are not to be abused. Students will lose hallway privileges if this occurs. After the start of the school day, food and beverages may only be consumed

in the cafeteria. Any food or drink items in the hallway or classrooms may be confiscated.

### **INTERNET ACCESS ACCEPTABLE USE POLICY**

All students and parents are expected to sign an Internet Access Agreement, which will remain on file during the student's high school experience. All freshmen and new students are required to sign an Internet Access Agreement upon entering Medina High School. The computer is to be used for legitimate educational purposes. Computer games, Instant Messaging, and/or viewing of obscene, inappropriate materials on the Internet are not acceptable at school. Misuse of technology in any way can result in confiscation and denial of the use of equipment. Disciplinary action may be given.

### **LOCKERS**

Student lockers, in any area of the building (hallway, gym or team locker rooms), are the property of the Board of Education and are provided solely as a convenience for student use. Administrators have the right and responsibility to search lockers and confiscate items not permitted in school without consent. Students will be assigned lockers on the first day of school. Lockers should not be traded or shared. Also, damages incurred to a locker will be the responsibility of the student assigned to that locker.

Medina High School is **not responsible for lost/stolen items**. Valuable items should not be stored in student lockers. Students should keep their lockers locked and their combination privileged information.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS REMAINING IN LOCKERS AFTER THE LAST DAY OF THE SCHOOL YEAR.

### **LOST AND FOUND**

A lost and found department is maintained by the school in the HUB for the purpose of encouraging honesty and as a medium through which lost articles may be returned to their owners. All valuables or articles found are to be taken to the main office. The owner (upon providing the proper identification) may claim his/her property. Be sure to ask at the office or HUB for any lost articles.

### **LUNCH**

Medina High School has a closed lunch period. This means that all students will eat lunch at school and remain on the grounds. **No one is permitted to leave.** Each student is assigned one and only one lunch period and the time is indicated on his/her schedule. All students are expected to eat in the cafeteria. No food is to be taken from the cafeteria into the halls and consumed there. Due to a safety concern, bottles made of glass will not be permitted in our school at any time. **ALSO, BACKPACKS AND BOOKBAGS WILL NOT BE ALLOWED IN**



THE LUNCH LINE. Adults or other persons should not bring food into Medina High School during lunchtime. Examples of items not permitted are: Pizza, fast food from carryout places, etc. Unopened cans are permitted. An administrator may consider exceptions to these rules. All beverages, open or unopened, are subject to inspection by school personnel. While in the cafeteria, individuals are expected to behave in an orderly manner respecting the rights of others. Students are expected to keep their area neat and clean, the chairs in line, and the floor cleared of food and paper. Students who are uncooperative may be assigned seats or issued disciplinary action.

### **MEDIA CENTER**

The facilities and services of the school Media Center are available to all students from **7:00 - 2:45**. The **librarian** and media aides are available to help you. All digital library resources are available at the Medina BlackBoard site under Organizations - Medina High School Library

Students will follow Media Center procedures:

1. All study hall students must report to study hall for attendance purposes and sign out to come to the media center.
2. Up to 6 students from a teacher's classroom can come to the Media Center to work. They must have a pass and an assignment from the teacher.
3. Students should check in with the staff member at the circulation desk for attendance. Study hall students must present an ID.
4. No food in the media center. Drinks must have lids.
5. Students using the Internet must comply with Medina City Schools' Acceptable Use Policy. Personal devices may be used following the school policy. Headphones are required for all sound.
6. Seating in the Media Center is a maximum of 4 students per table.
7. Students are responsible for cleaning up their workplace and pushing chairs in when they leave.
8. Book circulation is for 2 weeks. Fines of 10 cents per day will be assessed for late items. Lost items will be billed to the user.

Students are responsible for cleaning up their workspace and pushing in chairs. Students in violation of library policies and procedures may lose their library privileges for a period of time as determined by the media center staff and/or administrators.

### **MEDICATION**

Prescription drugs/medication prescribed by a licensed physician to a student must be kept in the original container with a proper medication form completed by a parent and physician. All prescribed drugs must be kept in the school clinic in the White Administrative Office.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. All medication must be stored in the original container in the Clinic.

### **SIGNS/POSTERS**

Anyone wishing to post signs/posters anywhere in the school building needs the approval of a Principal. No signs/posters can be posted for any non-school organizations or activities. No leaflets are to be distributed in the building or on the school grounds without the permission of the administration.

### **STUDENT COUNCIL**

Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for discussion and consideration. The Student Council's principal purpose is to promote better relationships between the student body, the administration, the faculty, and the community. Student Council meets bi-monthly. Time and place are identified in the student announcements. Contact person is the Student Council Advisor.

### **STUDENT MESSAGES/DELIVERIES**

Because of the number of interruptions to classes throughout the regular school day, it has become necessary to establish some guidelines.

1. Other than emergencies, classes will not be interrupted for the purposes of delivering flowers, balloons, messages, etc. We cannot accept responsibility for making sure that these items are delivered in a timely manner.
2. Generally, phone messages concerning work arrangements, dinner arrangements, babysitting, etc. are not considered to be emergencies. Please attempt to make prior arrangements.

### **STUDY HALL PROCEDURES**

1. Be in study hall, near your seat, **before** the tardy bell rings.
2. Come prepared to study. Bring textbooks, paper, pencils, etc. with you to the study hall.
3. Work quietly by yourself. Talking is not permitted.
4. Students must remain seated for the duration of study hall.
5. If you plan to attend the Media Center, report first to your class. Sign out procedure will be followed.

6. Students who need to take tests should:
  - a. Obtain a pass from the classroom teacher,
  - b. Show a pass to the study hall monitor, and
  - c. Report to the testing area.
7. Students who wish to see their counselor must fill out a conference request form between periods or before or after school and place it in the envelope on the door. The counselor will then send for the student at their earliest convenience.
8. First period students will remove all the chairs from the tables. Last period students must put all chairs on top of the tables and are to remain near his/her assigned area.

### **MIDDLE AUDITORIUM ONLY**

1. All students will enter and leave by the rear set of double doors. No one is to enter or leave by the side or stage doors.
2. When sitting in the auditorium, you will face toward the front of the room. At no time will your legs be laid over the tops of the seats.

### **SUMMER SCHOOL**

Any student violating the student Code of Conduct may be dismissed from summer school without credit for the course and without a refund.

### **TELEPHONES**

Students will not be called to answer the telephone except in an emergency. Personal use of cell phones is discouraged during the school day. A telephone is available in the Main Office for student use for brief calls to parents/guardians.

### **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. The student pays for workbooks and other supplies. Textbooks are to be kept clean and handled carefully. Textbooks should be covered.

When a student receives a textbook, he/she should check at once to see that the textbook is complete and in good condition. Any book needing repair or which is not complete is to be returned to the teacher and another copy will be given in its place. The student then writes his/her name and the teacher's name in ink on the textbook label on the inner cover.

Any pupil who, through neglect or carelessness, loses any book belonging to the Board of Education shall be fined the full current purchase price. Lost/stolen textbooks will result in financial obligation.

### **VOLUNTEERING**

Volunteer opportunities in the community and school are available for all students. The Volunteer Opportunities for Teens (V.O.F.T.) program is available for students.

### **SENIOR PRIVILEGE**

Seniors may request Senior Privilege in writing to Mr. Harrison to attend the district during their senior year if they meet the requirements within the following Ohio Revised Code:

**3313.64 Free schooling; tuition for nonresidents**

**(10) Any child under the age of twenty-two years whose parent has moved out of the school district after the commencement of classes in the child's senior year of high school is entitled, subject to the approval of that district board, to attend school in the district in which the child attended school at the time of the parental move for the remainder of the school year and for one additional semester or equivalent term. A district board may also adopt a policy specifying extenuating circumstances under which a student may continue to attend school under division (F)(10) of this section for an additional period of time in order to successfully complete the high school curriculum for the individualized education program developed for the student by the high school pursuant to section 3323.08 of the Revised Code.**

### **BOARD POLICY 5630.01 - POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS AND LIMITED USE OF RESTRAINT AND SECLUSION**

The Board of Education is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS shall serve as the foundation for the creation of a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential conflicts. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a

student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this policy. The Board shall annually notify parents of this policy, and publish it on the District's website.

## DEFINITIONS

**Aversive behavioral interventions** means an intervention that is intended to induce pain or discomfort to a student for the purpose of eliminating or reducing maladaptive behaviors, including such interventions as application of noxious, painful, and/or intrusive stimuli, including any form of noxious, painful or intrusive spray, inhalant, or taste.

**Chemical restraint** means a drug or medication used to control a student's behavior or restrict freedom of movement that is not:

- A. Prescribed by a licensed physician, or other qualified health professional acting under the scope of the professional's authority under Ohio law, for the standard treatment of a student's medical or psychiatric condition; and
- B. Administered as prescribed by the licensed physician or other qualified health professional acting under the scope of the professional's authority under Ohio law.

**De-escalation techniques** are strategically employed verbal or non-verbal interventions used to reduce the intensity of threatening behavior before a crisis situation occurs.

**Functional behavior assessment** ("FBA") is a collaborative problem-solving process that is used to describe the "function" or purpose that is served by a student's behavior. Understanding the "function" that an impeding behavior serves for the student assists directly in designing educational programs and developing behavior plans with a high likelihood of success.

**Mechanical restraint** means any method of restricting a student's freedom of movement, physical activity, or normal use of the student's body, using an appliance or device manufactured for this purpose. Mechanical restraint does not mean devices used by trained school personnel, or used by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed, including:

- A. restraints for medical immobilization;
- B. adaptive devices or mechanical supports used to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; or
- C. vehicle safety restraints when used as intended during the transport of a student in a moving vehicle.

**Parent** means:

- A. a biological or adoptive parent;
- B. a guardian generally authorized to act as the child's parent, or authorized to make decisions for the child (but not the State if the child is a ward of the State);
- C. an individual acting in the place of a biological or adoptive parent (including a grandparent, stepparent, or other relative) with whom the child lives, or an individual who is legally responsible for the child's welfare;

- D. a surrogate parent who has been appointed in accordance with Ohio Administrative Code 3301-51-05(E); or
- E. any person identified in a judicial decree or order as the parent of a child or the person with authority to make educational decisions on behalf of the child.

**Physical escort** means the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip, or back for the purpose of inducing a student to move to a safe location.

**Physical restraint** means the use of physical contact that immobilizes or reduces the ability of a student to move his/her arms, legs, body, or head freely. Physical restraint does not include a physical escort, mechanical restraint, or chemical restraint. Physical restraint does not include brief physical contact for the following or similar purposes to:

- A. break up a fight;
- B. knock a weapon away from a student's possession;
- C. calm or comfort;
- D. assist a student in completing a task/response if the student does not resist the contact; or
- E. prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

**Positive Behavior Intervention and Supports ("PBIS")** means a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes, and increase learning for all students. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish reoccurrences of challenging behaviors, and teach appropriate behaviors to students.

**Positive Behavior Support Plan** means the design, implementation, and evaluation of individual or group instructional and environmental modifications, including programs of behavioral instruction, to produce

significant improvements in behavior through skill acquisition and the reduction of problematic behavior.

**Prone restraint** means physical or mechanical restraint while the student is in the face-down position for an extended period of time.

**Seclusion** means the involuntary isolation of a student in a room, enclosure, or space from which the student is prevented from leaving by physical restraint or by a closed door or other physical barrier. It does not include a timeout.

**Student** means a child or adult aged three (3) to twenty-one (21) enrolled in the District.

**Student Personnel** means teachers, principals, counselors, social workers, school resource officers, teacher's aides, psychologists, bus drivers, or other District staff who interact directly with students.

**Timeout** means a behavioral intervention in which the student, for a limited and specified time, is separated from the class within the classroom or in a non-locked setting for the purpose of self-regulating and controlling his or her own behavior. In a timeout, the student is not physically restrained or prevented from leaving the area by physical barriers.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

Positive Behavior Intervention and Supports ("PBIS") creates structure in the environment using a non-aversive effective behavioral system to improve academic and behavior outcomes for all students.

The PBIS prevention-oriented framework or approach shall apply to all students and staff, and in all settings.

PBIS shall include:

- A. school staff trained to identify conditions such as where, under what circumstances, with whom, and why specific inappropriate behavior may occur;
- B. preventative assessments that include:
  - 1. review of existing data;



2. interviews with parents, family members, and students; and
  3. examination of previous and existing behavioral intervention plans.
- C. development and implementation of preventative behavioral interventions, and the teaching of appropriate behavior, including:
1. modification of environmental factors that escalate inappropriate behavior;
  2. supporting the attainment of appropriate behavior; and
  3. use of verbal de-escalation to defuse potentially violent dangerous behavior.

## **SECLUSION**

Seclusion may be used only when a student's behavior poses an immediate risk of physical harm to the student or others and no other safe and effective intervention is possible. Seclusion may be used only as a last resort safety intervention that provides the student with an opportunity to regain control of his/her actions. Seclusion must be used in a manner that is age and developmentally appropriate, for the minimum amount of time necessary for the purpose of protecting the student and/or others from physical harm, and otherwise in compliance with this policy and the Ohio Department of Education's ("ODE") corresponding policy.

Seclusion shall be implemented only by Student Personnel who have been trained in accordance with this policy to protect the care, welfare, dignity and safety of the student.

### **Additional requirements for the use of seclusion:**

If Student Personnel use seclusion, they must:

- A. continually observe the student in seclusion for indications of physical or mental distress and seek immediate medical

assistance if there is a concern;

- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from seclusion when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of seclusion, and monitor the student as needed following the incident;
- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student.

**Requirements for a room or area used for seclusion:**

A room or area used for seclusion must provide for adequate space, lighting, ventilation, clear visibility, and the safety of the student.

A room or area used for seclusion must not be locked or otherwise prevent the student from exiting the area should staff become incapacitated or leave the area.

**Additional prohibited seclusion practices:**

Seclusion shall never be used as a punishment or to force compliance.

Seclusion shall not be used:

- A. for the convenience of staff;
- B. as a substitute for an educational program;
- C. as a form of discipline or punishment;
- D. as a substitute for less restrictive alternatives;

- E. as a substitute for inadequate staffing;
- F. as a substitute for staff training in positive behavior supports and crisis prevention and intervention;
- G. as a means to coerce, retaliate, or in a manner that endangers a student; or
- H. if it deprives the student of basic needs.

Seclusion of preschool-age children is prohibited, except that a preschool-age child may be secluded from his or her classmates, either in the classroom or in a safe, lighted, and well-ventilated space, for an amount of time that is brief in duration and appropriate to the child's age and development, if the child is always within sight and hearing of a preschool staff member.

## **RESTRAINT**

There are different types of restraint, as defined above, including physical restraint, prone restraint, mechanical restraint, and chemical restraint. The use of restraint other than physical restraint is prohibited.

Physical restraint may be used only when the student's behavior poses an immediate risk of physical harm to the student and/or others and no other safe and/or effective intervention is possible. The physical restraint must be implemented in a manner that is age and developmentally appropriate, does not interfere with the student's ability to communicate in his/her primary language or mode of communication, and otherwise in compliance with this policy and the ODE's corresponding policy.

Physical restraint shall be implemented only by Student Personnel who have been trained in accordance with this policy to protect the care, welfare, dignity and safety of the student, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

### **Additional requirements for the use of physical restraint:**

If Student Personnel use physical restraint, they must:

- A. continually observe the student in restraint for indications of physical or mental distress and seek immediate medical assistance if there is a concern;
- B. use verbal strategies and research-based de-escalation techniques in an effort to help the student regain control as quickly as possible;
- C. remove the student from physical restraint immediately when the immediate risk of physical harm to the student and/or others has dissipated;
- D. assess the student for injury or psychological distress after the use of physical restraint, and monitor the student as needed following the incident;
- E. conduct a debriefing including all involved staff to evaluate the trigger for the incident, staff response, and methods to address the student's behavioral needs; and
- F. complete all required reports and document their observations of the student.

Physical restraint shall not be used for punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control.

#### **Prohibited Restraint Practices**

The following restraint practices are prohibited under all circumstances, including emergency safety situations:

- A. prone restraint as defined in Executive Order 2009-13 (which defines prone restraint to mean "all items or measures used to limit or control the movement or normal functioning of any portion, or all, of an individual's body while the individual is in a face-down position for an extended period of time");

- B. physical restraint that restricts the airway of a student or obstructs the student's ability to breathe;
- C. physical restraint that impacts the student's primary mode of communication;
- D. restraint of preschool-age students, except for holding a child for a short period of time, such as in a protective hug, so that the child may regain control;
- E. restraint that deprives the student of basic needs;
- F. restraint that unduly risks serious harm or needless pain to the student, including physical restraint that involves the intentional, knowing, or reckless use of any of the following techniques:
  - 1. using any method that is capable of causing loss of consciousness or harm to the neck or restricting/obstructing respiration in any way;
  - 2. pinning down the student by placing knees to the torso, head and/or neck of the student;
  - 3. using pressure points, pain compliance, or joint manipulation;
  - 4. dragging or lifting of the student by the hair or ear or by any type of mechanical restraint;
  - 5. using other students or untrained staff to assist with the hold or restraint; or
  - 6. securing the student to another student or to a fixed object.
- G. mechanical restraint (that does not include devices used by trained Student Personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed); or

- H. chemical restraint (which does not include medication administered as prescribed by a licensed physician).

#### **ADDITIONAL PROHIBITED PRACTICES**

The following practices are prohibited under all circumstances, including emergency safety situations:

- A. corporal punishment;
- B. child endangerment as defined in Ohio Revised Code 2919.22;  
and
- C. aversive behavioral interventions.

#### **CONTACT LAW ENFORCEMENT AND/OR EMERGENCY RESPONSE PERSONNEL**

In accordance with the Board's Emergency Management Plan (see Policy 8400), District personnel shall contact law enforcement and/or appropriate emergency response personnel if at any point they determine that an intervention (either a restraint or seclusion) is insufficient to maintain the safety of all involved.

#### **FUNCTIONAL BEHAVIORAL ASSESSMENT AND BEHAVIOR INTERVENTION PLAN**

If a student repeatedly engages in dangerous behavior that leads to instances of restraint and/or seclusion, District personnel shall conduct a functional behavioral assessment to identify the student's needs and more effective ways of addressing those needs. If necessary, District personnel shall also develop a behavior intervention plan that incorporates positive behavioral interventions.

#### **TRAINING AND PROFESSIONAL DEVELOPMENT**

The District shall provide training as follows:

- A. All Student Personnel, as defined in this policy, shall be trained annually on the requirements of the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion; Ohio Administrative Code 3301-35-15; and this policy.
- B. The Superintendent, in consultation with each school building's principal and/or assistant principal, shall identify which District employees should receive additional training so that an adequate number of personnel in each building are trained in crisis management and de-escalation techniques, including the use of restraint and seclusion. District employees who receive such additional training must keep their training current in accordance with the requirements of the provider of the training.
- C. The Superintendent shall develop a plan to provide training to school personnel, as defined in this policy, so that Positive Behavior Intervention and Supports are implemented on a District-wide basis.

Implementation of PBIS throughout the District may be a multi-year process, with training taking place over several years.

The District shall maintain written or electronic documentation on training provided and lists of participants in each training.

Only individuals trained in accordance with this policy in the appropriate use of restraint and seclusion may use those techniques.

#### **MONITORING AND COMPLAINT PROCEDURES**

The Superintendent shall monitor the implementation of this policy.

Any parent of a child enrolled in school in the District may submit a written complaint to the Superintendent regarding an incident of restraint or seclusion. The Superintendent shall investigate each written complaint and respond in writing to the parent's complaint within thirty (30) days of receipt of the complaint.

## **REQUIRED DATA AND REPORTING**

Each use of restraint or seclusion shall be:

- A. documented in writing;
- B. reported to the building administration immediately;
- C. reported to the parent immediately; and
- D. documented in a written report.

A copy of the written report shall be made available to the student's parent or guardian within twenty-four (24) hours of the use of restraint or seclusion. A copy of the written report shall also be maintained in the student's file.

All written documentation of the use of restraint or seclusion are educational records pursuant to the Family Educational Right to Privacy Act ("FERPA"), and District personnel are prohibited from releasing any personally identifiable information to anyone other than the parent, in accordance with FERPA's requirements.

The Superintendent shall develop a process for the collection of data regarding the use of restraint and seclusion.

The Superintendent shall report information concerning the use of restraint and seclusion annually to the Ohio Department of Education as requested by that agency, and shall make the District's records concerning restraint and seclusion available to the staff of the Ohio Department of Education upon request.

\* Adapted from the Ohio Department of Education's Policy on Positive Behavior Intervention and Supports, and Restraint and Seclusion, adopted January 15, 2013.

## **8400 - SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to



be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

### **Emergency Management Plan ("EMP")**

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, and any local divisions having county-wide emergency management), parents of students who are assigned to the building, and teachers and nonteaching employees assigned to the building. Each EMP shall contain the name, title (if applicable), contact information, and signature of each person involved in development of the EMP.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will consist of four (4) parts:

- A. A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:
1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);
  2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery. The plan shall be compliant with the "National Incident Management System" (NIMS);
  3. the access and functional needs of the students, teachers, and staff;
  4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;
  5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;

The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

6. the use of temporary door locking devices as permitted by law.

- B. A floor plan unique to each floor of the building.
- C. A site plan that includes all building property and surrounding property.
- D. An emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

- A. each law enforcement agency that has jurisdiction over the school building; and
- B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serving the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Principal shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

### **Threat Assessment**

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates* for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

- A. identifying team participants by position and role;
- B. requiring team participants to undergo appropriate training;
- C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;
- D. defining the types of information that may be gathered during the assessment;
- E. stating when and how parents/guardians of the student making the threat shall be notified and involved;
- F. designating the individuals (by position) who are responsible for gathering and investigating information;
- G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the

Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

### **Safe and Drug-Free Schools**

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug-Free Schools):

- A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;
- B. security procedures at school and while students are on the way to and from school;
- C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;
- D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;
2. allows all students in the class the opportunity to learn;
3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. is enforced accordingly.

### **Persistently Dangerous Schools**

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall discuss this at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year and/or convene a meeting of the building administrator, representative(s) of the local law enforcement, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.



The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the EMP so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.

### **Victims of Violent Crime**

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02

## **8420 - EMERGENCY SITUATIONS AT SCHOOLS**

The Board of Education is committed to providing a safe learning and work environment. Unfortunately, natural and man-made disasters do occur. Such emergencies are best met by preparedness and planning.

The Board directs that a system of emergency preparedness be developed that addresses the following goals and/or objectives:

- A. the health and safety of students and staff are safeguarded

- B. the time necessary for instructional purposes is not unduly diverted
- C. minimum disruption to the educational program occurs
- D. students are helped to learn self-reliance and trained to respond sensibly to emergency situations

All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Board also directs that fire, tornado, and school safety drills be conducted during the school year in accordance with State law.

Fire drills or rapid dismissals shall be conducted six (6) times a school year at the times and frequency prescribed by the State Fire Marshal with the first fire drill being conducted within ten (10) days of the beginning of classes. However, no fire drills are required to be conducted in any month that a school safety drill is conducted. Tornado drills shall be conducted on a regular basis during the tornado season in the spring. Times and frequencies of drills must be varied.

School safety drills shall be conducted at least three (3) times during each school year. During the school safety drills, students must be instructed in the appropriate procedures to follow in situations where students must be secured in their building or rapidly evacuated in response to:

- A. a threat to the school involving terrorism;
- B. a person in possession of a deadly weapon or dangerous ordnance on school property; and
- C. other acts of violence.

At least one (1) safety drill shall include a scenario where pupils must be secured in the school building rather than rapidly evacuated.

School safety drills (including drills and theoretical drills) shall be conducted in conjunction with the District's emergency management plan.

The Principal must conduct at least one (1) drill or rapid dismissal or one (1) school safety drill during each month of the school year. A drill or rapid dismissal may be conducted during the same month as a school safety drill. All building occupants must participate in the drill.

Additionally, the Principal shall conduct a theoretical school safety drill at least once during the school year to provide instruction to school faculty and staff regarding procedures to be followed in such situations. The theoretical drill does not need to include student participation and may be conducted at the required annual employee school safety drill training session.

Each safety drill shall be conducted in conjunction with law enforcement officials.

Prior to conducting the annual school safety drills, each Principal shall:

- A. provide advance written notice of each school safety drill (actual and theoretical) to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

Such notice shall be provided no later than seventy-two (72) hours prior to the date the drill will be held, be sent by mail, facsimile, or electronic submission, and include the address of the school and the date and time the drill will be conducted.

- B. provide follow-up written certification of the date and time the drill was conducted during the previous school year as well as the date and time each drill will be conducted during the

current school year to the municipal or township police chief or other chief law enforcement officer (or in the absence of such officer, the county sheriff);

The certification must be submitted by mail facsimile or electronically by December 5th each calendar year.

- C. hold annual training sessions for school employees regarding the procedures to follow during school safety drills.

Each Principal shall keep a written record of the date and time of each drill conducted.

Procedures shall be developed for the handling of all emergency evacuations.

## **5200 - ATTENDANCE**

The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

A student in grades 9 through 12 may be considered a full-time equivalent student provided the student is enrolled in at least five (5) units of instruction, as defined by State law, per school year.

In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a statement of the cause for such absence. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent may excuse a student over fourteen (14) years of age from attendance at school for a future limited period for the purpose of performing essential work directly or exclusively for his/her parents or guardians. Such excuse should not exceed five (5) days and may at the discretion of the Superintendent be renewed for five (5) additional days. At no time, however, shall such excuse cause a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. (The Superintendent may request a certificate of a physician attesting to the physical condition of the parent or guardian.)

### **Contacting the Parent/Guardian of an Absent Student**

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a

method designated by the Superintendent in accordance with Ohio law (see AG 5200).

### **Excessive Absences**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C 3321.04; or
- C. the student has received an age and schooling certificate.

### **Absence Intervention Team**

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian, with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, contacting (or attempting to contact) the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by the designee. If seven (7) school days elapse and the student's parent/guardian/custodian, guardian ad litem, or temporary custodian



fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent/guardian/custodian, guardian ad litem, or temporary custodian.

### **Intervention Strategies**

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

In the event that a student becomes habitually truant within twenty-one (21) school days prior to the last day of instruction of a school year, the Principal may, in his/her discretion, assign interventionist to work with the child's parent/guardian/custodian, guardian ad litem, or temporary custodian to develop an absence intervention plan during the summer.

## Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does

not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent under R.C. 3321.13(b)(2). The Board authorizes the Superintendent to inform the student and his/her parents, guardian, or custodian of the record of absences without a legitimate excuse as well as the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's unexcused absences and habitually absent status.

If a student who is habitually truant violates the order of a juvenile court regarding the student's prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the Department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent/guardian/or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;

- D. when an absence intervention plan has been implemented for a child under this policy.

This policy was developed after consultation with the judge of the juvenile court of Medina County, with the parents, guardians, or other persons having care of the students attending school in the district, and with appropriate State and local agencies.

#### **2416 - STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

No survey/evaluation containing one or more of the items listed in A-H above will require student signatures. The administrator will inform parents of such a survey/evaluation or of a survey created by a third party prior to distribution by sending notification of such survey/evaluation home with the student. The parent may contact the administration if s/he wants to preview the survey/evaluation before it is distributed and will have the opportunity to consent to or deny participation by the student.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for

selling that information (or otherwise providing that information to others for that purpose).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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Legal

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## **8330 - STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older, or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), and
- B. contractors, consultants, volunteers, or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers)

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for



the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:
  - 1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);
  - 2. the parent or eligible student, upon request, receives a copy of the record; and
  - 3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;

- C. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study. (See Form 8330 F14.) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See Form 8330 F16)

The District will verify that the authorized representative complies with FERPA regulations.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is an eligible student,

without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

## **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an

institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

## **INSPECTION OF INFORMATION COLLECTION INSTRUMENT**

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually

identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least ten (10) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within five (5) business days of the principal receiving the request.

The Superintendent shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment
- B. book clubs, magazine, and programs providing access to low-cost literary products
- C. curriculum and instructional materials used by elementary and secondary schools
- D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
- E. the sale by students of products or services to raise funds for school- related or education-related activities

F. student recognition programs

The Superintendent is directed to prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See Form 8330 F14 and Form 8330 F16 for additional contract requirements.

## **SAFE AT HOME/ADDRESS CONFIDENTIALITY PROGRAM**

If a parent (or adult student), presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Secretary of State, the Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. Since student records are available to non-custodial parents, designated school officials who have a legitimate educational interest in the information, and other individuals or organizations as permitted by law (including the public in some situations), the Board shall only list the address designated by the Secretary of State to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's designated address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate



confidential file that is not accessible to the public or any employees without a legitimate purpose.

Although the student's actual/confidential address will not be available for release as directory information, the parent (or adult student) may also request that the student's name and telephone number be withheld from any release of directory information. Additionally, if applicable, the student's parent's school, institution of higher education, business, or place of employment (as specified on an application to be a program participant or on a notice of change of name or address) shall be maintained in a confidential manner.

If a non-custodial parent presents a subpoena or court order stating that s/he should be provided with copies or access to a student's records, the District will redact the student's confidential address and telephone number from the student's records before complying with the order or subpoena. The District will also notify the custodial/residential parent of the release of student records in accordance with the order or subpoena.

The intentional disclosure of a student's actual/confidential residential address is prohibited. Any violations could result in disciplinary action or criminal prosecution.