

MEDINA BATTLING BEES

**STUDENT - PARENT HANDBOOK
2018-2019**

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

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

2018-2019 BOARD OF EDUCATION

| | |
|------------------------|----------------------|
| Mr. Douglas Eastwood | Member |
| Mrs. Rebecca Parkhurst | Member |
| Mrs. Valerie Pavlik | Member |
| Mr. Ronald Ross | Member |
| Mr. Robert C. Skidmore | 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:

Mr. Jeff Harrison..... 330-636-3200

Associate Principals:

Joseph Gaudio (A-E).....White Administration.....330-636-3376
 Andy Brenner (F-K).....White Administration.....330-636-3376
 Julie McCabe (L-Re).....Green Administration.....330-636-3301
 Mitch Charvat (Rh-Z).....Green Administration.....330-636-3301
 Todd HodkeyAthletic Director.....330-636-3226
School Resource Officer Mike Wesner.....330-636-3220
School Psychologist330-636-3200

GUIDANCE STAFF

Sarah GretherWhite Guidance.....330-636-3325
 Heather King..... White Guidance.....330-636-3325
 Kristie CavalierGreen Guidance.....330-636-3325
 Carrie SchreckGreen Guidance.....330-636-3350
 Shawn McDermittGreen Guidance.....330-636-3350
 Carrie Schreck, Department Chairperson

Mrs. Trish Jackson 330-636-3302
 Case Manager jacksont@medinabees.org

A combination of letter grades and pluses and minuses shall be used to communicate academic progress of students.

MEDINA HIGH SCHOOL GRADING SCALE

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- | 0-62 = F |

REGULAR BELL SCHEDULE:

| Period | Time | Minute |
|-----------------------------|----------------------|-------------|
| 1 | 7:30 - 8:13 | (43) |
| 2 | 8:17 - 9:00 | (43) |
| AM Announcements/Attendance | | |
| 3 | 9:04 - 9:52 | (48) |
| 4-5 | 9:56 - 10:39 | (43) |
| Lunch 4: | 9:56 - 10:26 | (30) |
| 5-6 | 10:30 - 11:13 | (43) |
| Lunch 6: | 10:43 - 11:13 | (30) |
| 6-7 | 10:43 - 11:26 | (43) |
| 7-8 | 11:17 - 12:00 | (43) |
| Lunch 8: | 11:30 - 12:00 | (30) |
| 8-9 | 11:30 - 12:13 | (43) |
| 9 -10 | 12:04 - 12:47 | (43) |
| Lunch 10: | 12:17 - 12:47 | (30) |
| 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/Attendance | | |
| 3 | 8:50 - 9:29 | (39) |
| 4-5 | 9:33 - 10:09 | (36) |
| Lunch 4: | 9:33 - 10:03 | (30) |
| 5-6 | 10:07 - 10:43 | (36) |
| Lunch 6: | 10:13 - 10:43 | (30) |
| 6-7 | 10:13 - 10:49 | (36) |
| 7-8 | 10:47 - 11:23 | (36) |
| Lunch 8: | 10:53 - 11:23 | (30) |
| 8-9 | 10:53 - 11:29 | (36) |
| 9-10 | 11:27 - 12:03 | (36) |
| Lunch 10: | 11:33 - 12:03 | (30) |
| 11 | 12:07 - 12:43 | (36) |
| 12 | 12:47 - 1:22 | (36) |
| 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/Attendance | | |
| 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
Kristine Quallich, Assistant Superintendent
330-636-3092 739 Weymouth Road 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.

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 who shall, in turn, investigate the complaint and reply with an answer to the complainant.

The agenda book covers were designed by students who participated in a school wide contest. Thank you to everyone who entered the contest.

Front cover designed by: Alix Petiaux

Back cover designed by: Abby Roden

CALENDAR OF EVENTS 2018-2019

| | |
|------------------|---|
| 8/15/18 | MHS Freshman Orientation (Link Crew) |
| 8/20/18 | First Day of School |
| 8/30/18 | Open House |
| 8/29/18 | School Picture Day (Grades 9-11) |
| 9/3/18 | Labor Day (No School) |
| 10/10/18 | PSAT Testing Day |
| 10/13/18 | Homecoming Dance (7:30 pm -10:00 pm) |
| 10/19/18 | End of 1st nine weeks |
| 10/24/18 | Picture Retakes |
| 11/20/18 | Early Release |
| 11/21-23/18 | Thanksgiving Recess (No School) |
| 12/18, 19, 20/18 | Semester Finals |
| 12/20/18 | Early Release |
| 12/20/18 | End of 2nd nine weeks/1st Semester |
| 12/21/18 | Teacher ½ day (No School) |
| 12/24/18-1/4/19 | Winter Recess (No School) |
| 1/18/19 | Teacher In-Service Day (No School) |
| 1/21/19 | Martin Luther King Day (No School) |
| 2/2/19 | Winter Formal Dance (7:30 pm – 10:00 pm) |
| 2/14/19 | Early Release |
| 2/15/19 | Teacher In-Service Day (No School) |
| 2/18/19 | President's Day (No School) |
| 3/8/19 | End of 3rd nine weeks |
| 3/25-3/29//19 | Spring Recess (No School) |
| 4/19/19 | Good Friday - No School Staff & Students |
| 4/22/19 | Conference Comp Day - No School |
| 5/1-12/19 | AP Testing |

| | |
|----------------|---|
| 5/18/19 | Prom |
| 5/25/19 | Graduation |
| 5/28 - 5/30/19 | Final Exams |
| 5/30/19 | Early Release/Last Day of School |

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

| Curriculum Requirements | Class of 2019 and 2020 |
|--------------------------------|--|
| Language Arts | 4 credits |
| Mathematics | 4 credits * Credits must include 1 credit of Algebra II |
| Science | 3 credits * 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. |
| Social Studies | 3 credits *Credits must include 1 credit of World History, 1 credit of American History, 0.5 credit of Government, and 0.5 credit of Economics & Financial Literacy. |
| Health | 0.5 credit |
| Physical Education | 0.5 credit *Medina High School allows students who participate in interscholastic athletics, band or cheerleading for two full seasons to exempt the physical education requirement. Students must take another course for 0.5 credit in its place. |
| Electives | 5 credits *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. |
| TOTAL | 20 credits |
| Testing Requirements | END OF COURSE EXAMINATIONS 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. |

| | |
|--|---|
| | <p>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>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> |
|--|---|

GRADUATION REQUIREMENTS

The State Board of Education may decide to include an Algebra II end-of-course examination in place of algebra beginning for students entering 9th grade on or after July 1, 2017.

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.

**** Students who fail to attend a semester exam will NOT receive credit for the semester in that course. ****

GRADE POINT AVERAGES

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

| Course Grades | Regular Course Equivalent | Honor/Advanced Weighted Course Equivalent | AP Weighted Course Equivalent |
|---------------|---------------------------|---|-------------------------------|
| 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 |
| 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:

| Honors Courses | AP Courses |
|--------------------------------|-------------------------------|
| Honors Freshman Language Arts | AP Literature and Composition |
| Honors Sophomore Language Arts | AP Language and Composition |
| Honors Junior Language Arts | |
| Honors Debate | |
| Honors Algebra I | AP Calculus AB |

| | |
|--|--------------------------|
| Honors Geometry | AP Calculus BC |
| Honors Algebra II | AP Statistics |
| Honors Pre-Calculus | |
| 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 Micro/Macroeconomics |
| Honors Spanish IV | AP Spanish V |
| Honors Chinese IV | AP Latin IV |
| Honors Art Portfolio | AP Art Portfolio |
| Symphony Band (Senior level only) | |
| Symphony Orchestra (Senior level only) | |
| Concert Choir (Senior level only) | |
| | 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:

| | |
|-------------------|---------------------------|
| Honor Roll | 3.667 GPA or above |
| Merit Roll | 3.000 GPA or above |

[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.

CLASS STANDING GRADE PLACEMENT STANDARDS

- Ninth Grade** A student will be in the ninth grade during the first and second semester of his/her high school career.
- Tenth Grade** 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.
- Eleventh Grade** 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.
- Twelfth Grade** 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 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 23, 2018, 1st semester courses must be added no later than 3pm on August 23, 2018 and 2nd semester courses must be added no later than 3pm on January 9, 2019.)

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 request to change ended April 15, 2018. Parent request to change ended May 4, 2018. Teacher initiated change ended June 1, 2018.

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 or Late Arrival.

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 must have earned a full twenty (20) units and have passed successfully all the required courses for graduation.
2. 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 make 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 attaining at least a 3.5 cumulative grade point average at the end of the first semester of the student's junior or senior year. Students who meet the above requirement 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 selection.

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. The NHS contact person is Mrs. Shasha Gibbs.

NATIONAL HONOR SOCIETY SELECTION PROCESS

1. Juniors and Seniors are eligible for consideration if they meet the scholastic requirement of a 3.5 cumulative GPA and are enrolled at least part time in Medina High School.
2. Students must indicate their desire to be considered for NHS by picking up, completing, and returning the "Student Activity Form" no later than the due date, on the form. Forms will be available at the Hub and in room #1132. 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 posted 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 (generally during Spring Break).
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.

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 parent/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 OHSAA (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 drug (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 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 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. Parent/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 who have not notified the school of their child's absence; therefore, parent/guardians shall provide the school with their current home 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 7:40 am, he/she must report to the Attendance Office **before** reporting to class to sign in on the attendance sheet. 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 no credit would be issued 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 7:40 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:

| | |
|-------------------|--|
| 4 tardies | One (1) ASD |
| 8 tardies | Two (2) ASD's |
| 12 tardies | 2-hr Saturday School and notification |
| 16 tardies | 4-hr Saturday School and notification |

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 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. This absence is also counted as one of the ten (10) days absent and is counted against the total number of days that a student can be absent to receive credit in a class.

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 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.

GUIDANCE SERVICES & ACADEMIC ADVISING INFORMATION

GUIDANCE 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.

IMPORTANT TESTING DATES

Schoolwide Testing Day

October 10, 2018

Freshmen.....PSAT 8/9
Sophomore.....PSAT 10
Junior.....PSAT/NMSQT
Senior.....College Visit / Career Shadow

Seniors will not attend school on this day; they must notify their counselor of visitation site prior to this day.

Juniors may take either the PSAT or ASVAB test based on their future ambitions. Students must notify their counselor of test preference prior to the testing date.

All **Freshmen, Sophomores,** and **Juniors** are required to attend school on the school wide testing day. Normal attendance policy applies.

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 guidance 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 books must be turned in and fees and/or fines must be paid or your transcript will not be sent to your new school.

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: 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 2:35 *p.m.* to 3:35 *p.m.* 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 the 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.

Complaint Processes

Formal Complaints

Students or parents or guardians may file reports.

Reports must be written and reasonably specific including person(s) involved, number of times and places, the target of the suspected harassment, the actual intimidation and/or bullying acts and the names of student(s) or staff witnesses. These reports can be filed with any staff member but must be promptly forwarded to the building principal for review.

Informal Complaints

These reports shall be reasonably specific. Any staff member who receives such a complaint shall document it in writing and forward it to a building principal for review.

Anonymous Complaints

Students who make complaints can request their name be maintained in confidence. These complaints shall be reviewed and reasonable action taken to address the situation.

TEACHERS MUST...

1. If they witness acts of harassment, intimidation, or bullying, promptly notify the building principal and/or his/her designee and promptly file a written incident report concerning the events witnessed.
2. If they receive a report, they shall promptly notify the building principal and/or his/her designee.
3. If they receive an informal complaint they will prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day to the building principal and/or his/her designee).

THE PRINCIPAL MUST:

1. Investigate and write a written report when the investigation is complete including:
 - a. Finding of fact.
 - b. Determination of whether acts of harassment, intimidation, or bullying were verified.
 - c. When verified, a recommendation for intervention, including disciplinary action
 - i. Intervention intended to ensure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.
 - ii. Peer mediation and instruction in bullying may be appropriate.
 - d. When appropriate, any witness statements shall be attached

Report to Parents of Perpetrator:

When verified, the principal or his/her designee shall notify in writing the parent or guardian of the perpetrator of that finding; if consequences are imposed against such student, a

description of such discipline shall be included in such notification.

Report to Parents of Victim:

If verified, the principal shall notify the parent or guardian of the victim of such finding. Care must be taken to respect the statutory privacy rights of the perpetrator.

e. When complaint is anonymous, the investigation will be limited. This may include restricting action to a simple review of the complaints, subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Send a copy of this report to Student Services.

Report to Board

Semiannually district administrators must provide the president of the district board with a written summary of all reported incidents and post the summary on the district website. The list shall be limited to the number of verified acts (to and from school as well as school-sponsored events).

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 will 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, 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 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

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 trancies 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 CONDUCT

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 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, whether lit or unlit, or having held it and tossed it aside.

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

All future incidents will be subject to progressive discipline.

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 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 be under the influence 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 or comments which are threatening, offensive, or inappropriate in nature toward another student or group of students. 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, or 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 of 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. The tapes are the exclusive property of the Medina City Schools.

VISITOR'S 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's 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 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 HANDBOOK

This handbook is the student's official handbook of student rules and regulations at Medina High School. It is also meant to be used as a hall pass, a time management organizer, and an assignment book. 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 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 WIRELESS COMMUNICATION DEVICES (WCDS)

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 WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs 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 web site.

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 re-admitted.
 - 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 located in the back of this handbook. Students must have this handbook in their possession if a hallway pass is to be issued. One page is devoted to each quarter. Hallway passes 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 Senior 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 BOOK BAGS 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 work space 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.

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.