



**STUDENT & PARENT HANDBOOK**

**(GRADES 9 - 12)**

**2019-2020**

**Madeira High School**

**7465 Loannes Drive, Cincinnati, Ohio 45243**

**Phone: (513) 891-8222, Fax: (513) 985-6089**

A special thanks to Lindsey Dickess, Class of 2022, for designing the cover page.

**David Kennedy, Principal**

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

**WELCOME TO MADEIRA HIGH SCHOOL!**

**Madeira High School Handbook  
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2019-2020**

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## **Dear Madeira High School Students and Parents,**

Welcome to the 2019-2020 school year!! We hope that you are looking forward to the many learning opportunities and numerous extracurricular activities that make Madeira High School a world-class learning environment. The faculty and staff are excited that you are here and look forward to helping you become more successful in your academic studies as well as your personal growth.

Your involvement in school is important! Madeira High School's reputation has been built on the conduct, participation, and achievement of individuals like you. Your success will be dependent upon a number of important factors: daily attendance, paying attention in class, doing your homework, participating in extracurricular activities, giving 100% effort, exhibiting cooperative behavior and demonstrating respect for yourself, your peers and the MHS staff. With your help, we can make our school learning community a dynamic place for everyone to learn and work.

During your years at Madeira High School, you will make numerous decisions and may face personal or academic challenges. Please seek the assistance of your teachers, counselors, and principal – our offices are open to you at any time to discuss personal struggles or career goals. We care about your success and are willing to listen!

This Student Handbook is a comprehensive collection of information about school rules and regulations, services, facilities, and policies that directly affect students. It is every student's responsibility to promote the best educational atmosphere possible by becoming familiar with the information within this Student Handbook. The rules and regulations in this handbook will help to ensure that each student at Madeira High School has the opportunity to succeed.

It is our sincere hope that you will take advantage of the many opportunities available to you so that you might fulfill your career dreams and goals. Let's work together to make this a wonderful school year!

Sincerely,

**David Kennedy, Principal**

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

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

## **Philosophy**

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

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

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

# Madreira City Schools

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

Mr. Kenji Matsudo, <i>Superintendent</i>	Mr. David Bergan <i>Assistant Superintendent</i>
Mrs. Emily Hauser, <i>Treasurer</i>	Mrs. Melody Gregory, <i>Asst. to Treasurer</i>
Mrs. Lora Graziani, <i>Superintendent's Admin Asst.</i>	Mrs. Diane Nichols, <i>Public Relations</i>
Mrs. Trish Niehaus, <i>Accts. Payable/Receivable</i>	TBA, <i>Director, Student Services</i>
Mrs. Vicki Mitchell, <i>Admin. Asst., Student Services</i>	

## **BOARD OF EDUCATION**

Mr. Richard Palmer, <i>President</i>	Mr. Ryan Lex, <i>Member</i>
Mr. Steve Bernicke, <i>Vice President</i>	Mr. Pat Shea, <i>Member</i>
Mrs Ginger Madden, <i>Member</i>	

## **Before & After School Program by Champions @ MES**

Erica Daniels      984-4878, ext 15

## **MADEIRA ELEMENTARY SCHOOL** (Grades K-4)      985-6080

Mr. Chris Flanagan, *Principal*  
Mrs. Chandley Bacher, *Assistant Principal*

## **MADEIRA MIDDLE SCHOOL** (Grades 5-8)      561-5555

Mrs. Nicole Huelsman *Principal*  
Mrs. Chandley Bacher, *Assistant Principal*

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

Mr. David Kennedy, *Principal*  
Mr. Joseph Kimling, *Athletic Director/Dean of Students*

## **TRANSPORTATION OFFICE**

Ms. Kathy Moses      561-1366

**Madeira High School  
7465 Loannes Drive  
Madeira, Ohio 45243**

**Administrators & Office Staff**

Principal	Mr. David Kennedy	891-8222
Athletic Director & Dean of Students	Mr. Joe Kimling	587-0011
Counselor	Ms. Kim Homer	587-0012
Counselor	Mrs. Natalie Uihlein	587-0012
Counselor	Mr. Vincent Rahnfeld	587-0012
Psychologist	TBA	891-8222
Principal's Admin. Assistant	Mrs. Beth Shelander	891-8222
Attendance Admin. Assistant	Mrs. Jana Schwein	587-0013
Counseling Admin. Assistant	Mrs. Beth Weiner	587-0012
Athletic Admin. Assistant	Mrs. Cyndi Underwood	587-0010
Network Manager	Mr. Matt Jones	272-4141
Director of Pupil Services	TBA	272-4140

**FACULTY**

**Art**

Mrs. Jill Dulgeroff

**Business/Computer Sci.**

Mrs. Jennifer Jordan

Mrs. Leigh Michelsen

**English**

Mr. Bob Kitchen

Ms. Kelli Candella

Ms. Stephanie Stenger

Mrs. Lindsay Schmidt

Mrs. Abby Seelmeyer

Mrs. Michele Youngquist

**Foreign Language**

Mrs. Aimee Bates

Mrs. Jennifer Bruening

Mrs. Julie Leugers

Mrs. Nichole Gergen

**Counseling Department**

Kim Homer

Vincent Rahnfeld

Natalie Uihlein

**[Absence Reporting](#)**

To report a student absence, please call (513) 924-3777. The attendance voicemail is available 24/7

**Home Economics**

Mrs. Ann Kean

**Math**

Mr. Jeff Corn

Ms. Laura Edwards

Mr. Jon Unger

Mrs. Julie Neff

Mrs. Dava Shaver

**Music**

Mrs. Lori Adams

Mr. Wes Woolard

Mr. Michael Grimm

**Physical Ed.**

Mr. Mike Shafer

**Science**

Mrs. Christy Barton

Mr. Brett Becker

Mrs. Karen Dougherty

Mrs. Margaret Miller

Mrs. Suzy Tucker

**Social Studies**

Mr. Justin Belarski

Mr. Dan Brady

Mr. Mike Grayson

Mrs. Kathy Moliterno

Mr. Scott Stocker

**Special Education**

Mrs. Michelle Whitmore

Ms. Jennifer Lewis

Mrs. Kelly Wing



PERIOD 2	8:27 - 9:14	(47 min.)
PERIOD 3	9:19 - 10:06	(47 min.)
PERIOD 4	10:11 - 10:58	(47 min.)
PERIOD 5	11:03- 12:20	
(B Lunch Class)	11:03 - 11:50	(47 min.)
(A Lunch Class)	11:33 - 12:20	(47 min.)
LUNCH A:	10:58 - 11:28	(30 min.)
LUNCH B:	11:50 - 12:20	(30 min.)
COMMONTIME:	12:25 - 12:50	(25 min.)
PERIOD 6	12:55 - 1:42	(47 min.)
PERIOD 7	1:47 - 2:34	(47 min.)

### [EARLY RELEASE SCHEDULE](#)

PERIOD 1	7:35 to 8:13
PERIOD 2	8:18 to 8:56
PERIOD 3	9:01 to 9:39
PERIOD 4	9:44 to 10:22
PERIOD 5	10:22 to 10:52 A Lunch
A Lunch Class	10:57 to 11:35
B Lunch Class	10:27 to 11:05
	11:05 to 11:35 B Lunch
PERIOD 6	11:40 to 12:17
PERIOD 7	12:22 to 1:00
Teacher In-Service Activities	1:00

### [BOARD OF EDUCATION - ANNUAL NOTICES, POLICIES AND ADMINISTRATIVE GUIDELINES](#)

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

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

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

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



**[ATTENDANCE INFORMATION - POLICY 5200 click here](#) and [ADMINISTRATIVE GUIDELINE click here.](#)**

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

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

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

Students who arrive after 7:45 a.m. will be marked tardy. Excessive tardiness may be reported to the Hamilton County attendance officer. Students arriving after 8:30 a.m. will make up time missed in a Tuesday or School/Central Detention, depending on time to be made up. Any student reporting after 8:30 a.m. will be considered absent and recorded as part of the overall hourly attendance for the student. It is the student’s responsibility to arrive at school on time and only in very rare circumstances will exceptions be made to excuse a tardy.

1. **First Tardy** (of each semester) - students will be given a warning.
2. **Second through Fifth Tardy** (for the year) - students will be given central detention.
3. **Sixth through Tenth Tardy** (for the year) - students will be given Tuesday School.
4. **Eleventh and Subsequent Tardy** (for the year) - students will be given Tuesday School for each tardy and may be referred to the Hamilton County Attendance Office.

**[Tardiness to Class/Senior Lunch](#)**

**[Tardies to class are tracked by the classroom teacher](#)**

1st & 2nd Offense	A Warning
3rd - 5th Offense	1 Central Detention
6th or more Offense	Tuesday School

**Senior Lunch - Seniors who are repeatedly tardy from senior lunch will have their senior lunch privileges suspended or revoked.**

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

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

**[Make up Work](#)**

It is the responsibility of the student to contact his/her teachers for assignments missed because of absences. All make-up work and the time requirements for completing the work should be reasonable and in compliance with the teacher’s requirements. No make-up work will be permitted for unexcused absences which include, but are not limited to truancy, and expulsions. As a general rule, except in the case of out-of-school suspensions, the student will be provided the same number of days to make up work as he/she missed due to their excused absences, i.e., one (1) day absence, one (1) day to make up missed work. An incomplete grade must be made up within three (3) weeks of the end of a grading period unless prior arrangements have been made with the teacher and counselor. When necessary, the student (or his/her parent) should leave a message on the teacher’s voicemail requesting handouts to be submitted to the Madeira High School Office before 2:30 p.m.

**[Attendance/Tardies in Regards to Extracurricular Activities](#)**

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

### Senior Students

Senior students, who have been in attendance at Madeira High School for the previous six (6) semesters, may still attend Madeira High School, if their parents move out of the district at the start of or during their senior year. Written permission from the superintendent is required in order to remain enrolled as a senior at Madeira High School. Senior students, who have been permitted to remain at Madeira High School, may have that privilege revoked for chronic attendance problems or major violations of the code of conduct.

### Closings and Delays

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

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

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

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

#### Grading Procedure

There are four grading periods. Report cards will be mailed home approximately one week after the conclusion of each grading period (quarter).

Parents and students are able to access a teacher's grade book over the internet using a password. Therefore, no mid-term reports will be mailed home. Parents without computer access can request a mid-term through their child's guidance counselor or teacher.

Parents and students should be aware that it can take up to ten school days to post grades from a past assignment. Projects, papers, and other long term assignments will require more time for the teacher to assess, provide feedback, and assign a grade. As a general guideline, posting of these types of grades may take the same amount of time students had to complete the assignment.

(If a paper was assigned to be due in three weeks, grades would be posted three weeks after that due.

#### Grading Criteria

Teachers will notify their students as to the grading criteria for each class.

#### Grading Scale

Madeira High School uses the following grading scale:

Percentage Points, Letter Grades, Regular, Honors, AP

Percentage Points	Letter Grades	Regular Credit	Honors Credit	AP Credit
100%-90%	A	4.0	4.5	5.0
89.99%-80%	B	3.0	3.5	4.0
79.99%-70%	C	2.0	2.5	3.0
69.99%-60%	D	1.0	1.5	2.0
Below 60%	F	0.0	0.0	0.0

#### How Final Course Grades are Determined:

1. Each quarter grade counts as two grades and each exam grade as one grade (i.e. four quarter grades [8] plus two exams grades equal ten [10] grades).

2. Total the value of your grades (A=4, B=3, C=2, D=1, F=0).
  3. Divide by the number of grades.
  4. Round off to obtain your final grade:
- 0.000 - 0.599 = F  
 0.600 - 1.499 = D  
 1.500 - 2.499 = C  
 2.500 - 3.499 = B  
 3.500 - 4.000 = A

**To receive credit for a year, a student must earn a passing grade in at least two of four grading periods in addition to quality points. One of the passing quarters must be in the second semester.**

**To receive credit for a semester course a student must earn a passing grade in at least one of two grading periods in addition to quality points.**

**Incomplete Grades: All incomplete grades must be made up by the last day of school. If not, these will become failing grades. No senior will be able to graduate with an incomplete grade.**

### **Declared Courses**

Each year students in grades 9-12 may declare one [1] credit (one [1] full year course, or two [2] semester courses, or four [4] quarter courses, or a combination of two [2] quarter courses and one [1] semester course) as a “not for GPA credit” course for the purpose of grade point average (GPA) and class rank computation, subject to the conditions listed below. Grades for declared courses will still be issued and credits will be granted. Such grades and credits will appear on the official transcript of the student, and such grades will be used in determining eligibility for honor roll for a given quarter.

### **Conditions**

For those students enrolled in one elective course, as defined in #6 below, at the option of the student (if eighteen [18] years old or older), or parent (if the student is under eighteen [18] years of age), the grade will not be used in calculating the Grade Point Average (GPA) of the student.

1. Declared courses are limited to one (1) full year course or two (2) semester courses or four (4) quarter courses each year. A maximum of four (4) full year equivalent courses may be declared over the course of high school enrollment (two [2] semester courses, or four [4] quarter courses, or a combination of two [2] quarter courses and one [1] semester course are the equivalent of one [1] full year course).
2. Students may not accumulate declared courses. If the declaration is not made in a given year, the number of courses which may be declared over the course of high school enrollment will be reduced by one (i.e., if no course is declared in the freshman year, the number of eligible courses to be declared would be reduced to three).
3. Only students and/or the parent(s) of students (as provided above) in grades 9-12 are eligible to make such declarations.
4. The course(s) must be declared at the time registration sheets are returned to the Counseling Office. Changes in a declared course(s) will not be permitted, except in unusual circumstances, and any such exceptions will require the approval of the principal.
5. Declared courses will carry a grade and appropriate credit, and will be used for honor roll calculations. Declared courses will not be used in determining class rank and GPA.
6. Students may declare an elective course in any area if it is not a graduation requirement. Courses in visual and performing arts may be declared after the one unit graduation requirement is met.
7. Students enrolled in seven courses can elect to declare a second course, provided it meets all the above criteria.
8. Students may declare an Honors or AP level courses that is not a requirement for graduation.

### **Class Rank - Policy 5430 [click here.](#)**

Class rank is computed for every high school student at the completion of each semester. Rank is based on a student’s cumulative average of all courses beginning in grade 8. Honors, AP, and CCP classes are given extra weight when computing grade point average for class rank. While class rank is calculated, it will not be reported on high school transcripts. Class rank is available upon the request of the student and/or the student’s family.

### **Valedictorian and Salutatorian - Policy 5430 [click here.](#)**

The valedictorian and salutatorian are announced at the Senior Awards Night program. The determination is based on the class rank of the senior at the end of the third quarter of the senior year. Valedictorian & Salutatorian status may be rescinded if the student does not maintain their academic record during the fourth grading period. In determining the valedictorian and salutatorian, grades will be rounded to the hundredth place.

## Top Senior - Policy 5430 [click here.](#)

Top senior status will be calculated at the end of third quarter during the senior year. Seniors with GPA's of 4.0 or higher will be considered Top Seniors. Senior GPA's that are close to 4.0 will be analyzed to see if continued 'A' grades would boost them to Top Senior status. If grades drop during 4th quarter, Top Senior status would be eliminated. Grades will not be rounded.

## Forced Average

If a student shows a significant trend in grades during a quarter or semester, the teacher has the option to "force" a grade. For example, grades of "C", "F", "F" when averaged by the computer would equal a "D" average for the semester. But, because of significant downward trend in grades (the last two are "F's"), the teacher could force the final average of "D" to an "F." Teachers will notify students and parents in writing and by telephone no later than five weeks prior to the end of the semester if a student is in jeopardy of having a grade forced.

## Core Subjects

Every student enrolled as a full-time student must take four core subject areas each day. (Core subject areas are English, Math, Social Studies, Science, Foreign Language, or Business.)

## Honors and Advanced Placement Courses

For those students who meet the stated requirements and are placed in honors or advanced placement courses:

- I. Freshmen/Sophomores must achieve a "B" average for the year to be eligible to be placed in the next year's honors class. If they receive a "D" or "F" during the year, they stay in the honors course, but must still achieve a "B" average overall in order to stay in the honors program for the next year.
- II. Juniors or lower and Seniors must maintain a "B" or better grade in every quarter. If they receive two "C" grades in any two quarters following the second "C" they may be removed from the honors class and placed in a college prep class. If they receive a "D" or "F" grade in any quarter, they may be dropped from the Honors Class/AP Class after conferencing between the student, teacher, parents, and counselor.

## Schedule Changes

Students and parents should give careful consideration in developing a sound educational plan and an appropriate schedule prior to the end of the current school year.

**Changes in course requests may be made anytime in the months between the scheduling meeting with the counselor in February/March through May 15. After May 15, all course requests will be locked.**

**The only course changes that will be made in the fall or at the beginning of the 2nd semester will be those necessitated by schedule conflicts, failure of a course or data entry errors. Students must make informed decisions about courses requiring summer assignments because these courses will not be dropped at the beginning of the school year due to incompleteness of work.**

## Reasons that may justify schedule changes:

1. Program error, such as the omission of a required subject.
2. Failure of a subject in the previous year and/or completion of summer school.
3. Level changes based upon teacher recommendation after documented efforts to provide intervention.
4. Requirements needed for entry to a Great Oaks program or to meet graduation requirements.

## Request to Drop a Class

When a student requests to drop a course and add another, the following procedures should be noted:

1. A drop will not be permitted if it results in more than one study hall.
2. After the second week in a semester, a student may drop a class only with the written permission of the parent, teacher, counselor and administrator. Course changes will only be considered for special circumstances.
3. The student may receive a mark of WP or WF if the course drop is approved.

## Honor Roll

Scholarship is recognized and encouraged through an academic honor roll compiled at the end of each quarter.

1. Straight A Honor Roll: This honor roll includes those students who have a 4.0 or above average in all subjects after honors courses are considered.
2. A & B Honor Roll: This honor includes those students who have a 3.00-3.99 or above in all subjects after honors courses are considered.

3. Students with an “I” (Incomplete) as a grade are ineligible for honor roll until such time that the “I” has been replaced with a grade.

### **Graduation Requirement - Policy 5460 [click here](#), Administrative Guideline [click here](#).**

The Board of Education of Madeira City Schools has approved the following requirements for graduation. Please review these requirements very carefully, as it is your responsibility to be certain they have been fulfilled. These requirements exceed the minimum standards of both The Ohio Department of Education and The North Central Association of College and Secondary Schools.

Total Minimum Credits 21.5 per Policy.

Credit Flex: Refer to Guidance Website for Credit Flex information, guidelines and application.

A Madeira High School senior (15.5 units of credit for senior status) who has been in residency in a high school for eight semesters and has transferred to or has earned in Madeira High School a total of 19.5 units of credits may earn two units of credits in any other approved high school, summer school, evening school or correspondence school and return these two units of credits for graduation from Madeira High School. A Madeira senior who is accepted by a college to begin his college work prior to high school graduation must meet all of the above requirements but may count the year of college attendance as two semesters of residency. A student may not, however, receive his diploma until the graduation date of his class.

Students must take two years of the same language. The second year requirement may be waived by the foreign language department with the approval of the principal. Special Education students whose IEP so states, may be excluded from this requirement. Basic English students whose placement is verified may be waived from this requirement.

Foods & Nutrition, Music, Art, Photography, Video Production and Web Design are considered Visual and Performing Arts.

### **Graduation Testing Requirements**

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT.

### **Community Service Requirements**

All high school students are required to complete 40 hours of community service in order to complete their graduation requirements from high school. Students must complete 20 Blue Community service hours and 20 Gold Community service hours. Blue hours are service tasks performed within the school or community. (I.e. – teen counseling, ticket takers, working at the school, working with a church youth group, etc.)

Gold hours are meaningful, life changing experiences. Service hours can be completed working at a Social Service Agency.

Students can elect to complete all their hours as Gold community service hours if they desire. Many students go well beyond the 40-hour requirement.

Graduation requirements for vocational students are different than home school students. These requirements also may change depending on your graduation year. Students and parents should contact their school counselor for the requirements that will apply to them.

Seniors are responsible for checking with their counselor to assure they have completed all graduation requirements. Seniors are also responsible for checking posted information in the counseling office pertaining to scholarships, awards, and other honorary distinctions they may be eligible for at the end of their senior year. The absolute deadline for final establishment of who will participate in the graduation ceremony is 3:00 p.m. on the last day of required attendance for seniors. Seniors who are, at this time, deficient in any way may not participate in the graduation ceremony. Eligible seniors **MUST ATTEND** graduation practice in order to participate in commencement. All students are required to pass the Ohio Graduation Test in order to receive a diploma.

### **Senior Exam Exemptions**

Senior students may be exempt from their final exams provided the following criteria are met: (Note: This does not apply to any state mandated end of course exams.)

- A or B average for the second semester grade in any class where an exemption is sought.

- No third and/or fourth quarter final grades of D and/or F in the second semester in any class where an exam exemption is sought.
- Students must have cleared all incomplete grades in order to be eligible to participate in this policy no later than last Friday in April.
- All community service hours must be completed and submitted to the counseling office for processing no later than the first day back from Spring Break. Failure to submit the 40 hours by the above date precludes you from any exam exemptions. Seniors not completing their community service by this time could have senior lunch privileges revoked.
- Dual credit seniors are required to follow the exam guidelines established by their teacher in cooperation with their university professor.
- Any student may elect to take their final exams to raise their semester grade in any class where an exam is offered.

### Seniors

Failure to take exams that are required and/or scheduled could result in a “Zero” exam grade and that will negatively impact semester and final grades for the year. It will also be recorded as an incomplete grade and you will not be allowed to graduate or participate in commencement.

### Code of Academic Integrity

It is the goal of Madeira High School to maintain high standards for academic excellence. This goal will be achieved through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals.

Each Student at Madeira High School is responsible for his or her own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust. It is the teacher’s responsibility to clearly explain to students the class policy concerning collaborative work. Students should consider all work individual unless the teacher specifies it differently.

### Cheating

Cheating occurs when a student obtains or assists others in obtaining credit for work that is not his/her own. Examples of cheating include, but are not limited to the following:

- \* Giving or receiving aid during an examination, test, quiz or similar type of evaluation.
- \* Using unauthorized learning aides, study materials, cheat sheets, etc, during a test or quiz.
- \* Unauthorized/Inappropriate use of electronic devices including, but not limited to the following: Cell phones/smartphones, graphing calculators, programmable watches, and other computer or electronic devices.\*Translating a foreign language piece by using an electronic translator.
- \* Obtaining, circulating or using an examination, test, quiz, answer key etc. without permission.
- \* Submitting work prepared by another; copying work prepared by another. (This includes homework or any sort.)

### Plagiarism

Plagiarism is defined as taking and passing off the ideas and words of another as one’s own, using a created production without citing the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source, or turning in a paper written by another person is plagiarism. Plagiarism also occurs when a student uses information from an encyclopedia, book, textbook, website, database, etc. without properly citing the source. A paper is considered plagiarized if any part of it is taken from another source without proper citation.

Students are expected to document their work by retaining notes, outlines and rough drafts.

**Honesty is the best policy!!**

### Consequences for Academic Integrity Violations

Should violations of this Code of Academic Integrity occur, students can expect prompt disciplinary action.

Violations of the Code of Academic Integrity will be reported to the principal who will record this information in the student’s discipline record. The teacher is required to notify the student’s parent of the violation and academic consequences. In addition, the principal will notify the National Honor Society advisor of the violation, and this information will be considered when determining eligibility for National Honor Society.

In cases of cheating and plagiarism, where it has been determined by the teacher that the student violated the Code of Academic



Integrity, the student will receive a 0 on the assignment and the student will be assigned to one Tuesday School. Students may be required to redo the assignment.

**[TRANSPORTATION - POLICY 8600 click here](#) and [ADMINISTRATIVE GUIDELINE click here.](#)**

Transportation is a service provided by the Madeira City Schools Board of Education in accordance with the rules and regulations of the State of Ohio and should be regarded as a privilege by students and parents. **It is expected that those who ride the school buses will observe appropriate classroom conduct at all times.** All schedules, routes, and stops are under the direction of the Transportation Supervisor. In an effort to provide safety for the many students that ride our buses, it will be necessary to transport children to only one regular stop during the week. Arrangements for transportation to ride home with a friend, scout meetings, etc., will need to be the responsibility of the parent/guardian. If a family emergency arises that makes it necessary for a student to ride a bus to another location, please contact the **Transportation Office Supervisor Kathy Moses at 561-1366** or the school and every effort will be made to help resolve your problem. [Any questions about transportation of pupils to and from our school are also best answered by contacting the Transportation Office.](#)

To ensure the safety of your child, please review the expectations below with your student. Additional Transportation information can be found by clicking [here](#) on the district website or each building link. The following expectations are also posted for students on the bus.

**Bus Transportation Rules**

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

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

**Consequences**

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

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

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

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

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

**[HEALTH INFORMATION](#)**

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

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

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

**Illness**

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

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

### **Student/Parent Medical Information**

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

### **DISCIPLINE**

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

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

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

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

### **Student Responsibilities**

- Students have the responsibility to respect others feelings and opinions.
- Students shall share the responsibility to make the school a safe place.
- Students have the responsibility to be courteous when others are talking.
- Students have the responsibility to control themselves.
- Students have the responsibility to respect others.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, this Code of Conduct includes

- 1) misconduct by a student that occurs off school district property but is not connected to activities or incidents that have occurred on school district property; and
- 2) misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee.

### **Code of Regulations for Conduct of Students**

The Board of Education and the Madeira City School District pursuant to Section 3313.66, Ohio Revised Code, adopt this code of regulation. The following list represents a substantial effort to develop a complete statement of prohibited conduct. There may be types of behavior or variations of prohibited conduct not listed. **This is to notify students, staff and parents that any type of conduct that is unlawful or could disrupt, endanger or threaten the orderly operation of the school or infringes upon the safety and well being of students, staff and any other person, will be considered prohibited conduct**

Students engaging in such conduct shall be subject to disciplinary action at the time and in manner thought appropriate by a school employee having jurisdiction over students and/or school activity. **The administration and/or the superintendent reserve the right to exercise discretion in considering what behavior is inappropriate or prohibited and what consequences will be applied. The consequences listed in the handbook are usual and customary and are typically applied. A full range of consequences may be applied for such behavior including but not limited to the following:**

- Reprimand, Verbal and/or Written
- Student Conference
- Parent Conference
- Denial of Privileges
- Teacher Detention
- Central Detention



- Alternate Detentions
- Tuesday School
- Emergency Removal from class/school
- Work Detail
- Out of School Suspension
- Expulsion from school
- Notification of civil authorities

The most commonly used disciplinary measures are the first eight items.

### TEACHER DETENTION

Detentions can be assigned by any teacher for classroom violations. The assigning teacher in his/her classroom supervises these detentions. One day's notice will be given. Failure to serve may result in an addition detentions.

### CENTRAL DETENTION

Assigned by the administration or designee for violation of school rules and/or attendance policy. Central Detentions are assigned on Tuesday, Wednesday, and Thursday each week from 2:40 – 3:10. Students are required to serve the Central Detention on the date assigned or earlier. Detentions may be rescheduled only for medical appointments and excused absences from school. A doctor's note must be given to the attendance secretary by 7:35 a.m. the following day. **Work and extra-curricular events are not considered acceptable reasons for missing a Central Detention.**

Failure to serve a Central Detention may result in the assignment of additional detentions. Students who miss repeated Central Detentions may be assigned Tuesday(s) School immediately or other defined consequences.

### TUESDAY SCHOOL

Tuesday School is held each Tuesday from 2:40 - 5:30 in a designated room. Tuesday Schools may be rescheduled only for medical appointments and excused absences from school. Students must follow all rules and procedures as listed on the Tuesday School assignment form. Students who do not follow rules and procedures may be assigned Tuesday Schools or other defined consequences. Failure to attend Tuesday School may result in assignment of additional Tuesday Schools or other defined consequences **Athletic participation, work, other extra-curricular activities, etc., are not considered acceptable reasons for failing to attend Tuesday School.**

### EMERGENCY REMOVAL

By law, school personnel are permitted to remove a student from school or class for up to 24 hours if a student's behavior warrants such action.

### IN-SCHOOL DETENTION

**A student assigned to In School Detention (ISD) will be assigned an alternative placement in school for the day's instruction. The student will be allowed to complete all his/her work for full credit on that day. The student's placement will be at the discretion of the principal or his/her designee. The student will be allowed periodic restroom breaks and will be permitted to receive their lunch in a designated location.**

### OUT-OF-SCHOOL SUSPENSION

Out of School Suspension is a denial of participation in school and school activities for not more than (10) ten school days per suspension. A student on out of school suspension may make up all work, quizzes and tests. All work assigned during or prior to the suspension, must be turned in on the first day of return to school from an out of school suspension. Upon return to school, the student will have 3 days to make arrangements with teachers to take make-up quizzes or tests. It is the student's responsibility to use Schoology, teacher email, and teacher voice mail to obtain all assignments they have missed. Work submitted after the first day of return may receive a reduced grade, negatively impacting the students academic standing. **It is a violation of the school rules to be on school property or attend school sponsored/related functions at any time during a suspension.** Students who violate school rules during the last three weeks of school may be elevated to an out of school suspension immediately.

### EXPULSION

Expulsion is a denial of participation in school and school activities for more than (10) ten days at the recommendation of the building principal. Only the superintendent of schools may expel a student. Students expelled are withdrawn from Madeira City Schools with no opportunity to make up work for credit. An expulsion from school may carry over into the next school year. Expulsion will be imposed in accordance with Board policy.

## ALTERNATE FORMS OF DISCIPLINE

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

## APPEALS

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

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

## DISCIPLINE CONSEQUENCES

### Offenses that result in disciplinary actions

**Category 1** - Category 1 violations of the Code of Conduct will result in consequences as listed with each rule.

**1. Controlled Substances:** Buying, selling, using, possessing, or exhibiting evidence of use or having used any controlled substances (drugs, narcotics, marijuana, inhalants, etc.), or buying, selling, using, attempted buying, possessing, or exhibiting evidence of use of having used any counterfeit substance, or is represented to be a controlled substance is prohibited on school property or at any school sponsored events. Drug paraphernalia is also prohibited.

- 10 Day Out of School Suspension
- Possible Recommendation for Expulsion
- Possible Notification of Civil Authorities

**2. Alcoholic Beverages:** Students may not possess, use, or exhibiting evidence of use of having used any alcoholic beverages or intoxicant of any kind while on school property or attending a school sponsored event on or off school property.

- 10 Day Out of School Suspension
- Recommendation for Expulsion
- Possible Notification of Civil Authorities

**3. Threats:** No student shall threaten students, staff members, or any other persons, while on school property or at school sponsored events. Included in this prohibition would be bomb threats, false alarms, threats of violent acts, hit lists (any listing of student or faculty names with implied threats) and any other items that are deemed to be threats by the school administration.

- 10 Day Out of School Suspension
- Possible Recommendation for Expulsion
- Possible Notification of Civil Authorities

**4. Unauthorized Use of Fire:** No students shall light fires or attempt to light fires on school property or at school sponsored events on or off school property. A student may not possess firecrackers or other explosive devices on school property or at school sponsored events on or off school property.

- 10 Day Out of School Suspension
- Possible Recommendation for Expulsion
- Possible Notification of Civil Authorities

**5. Weapons:** All students are forbidden to possess, handle, transmit, or use any instrument in school, on school grounds, on school buses, or at school sponsored activities that are ordinarily considered a weapon. Any object which could be used to harm or injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon for purposes of this code. The following are examples of instruments ordinarily or generally considered weapons: knives of all types and lengths, guns, pellet guns, BB guns, lead pipes, chains, chuck sticks, throwing stars, darts, metal knuckles, fist packs, ammunition, black jacks, unauthorized tools, and chemicals.

- 10 Day Out of School Suspension
- Possible Recommendation for Expulsion
- Possible Notification of Civil Authorities

**Category 2** – Category 2 violations of the Code of Conduct will result in one or more of the following consequences:

- Contact parent
- Conference with parent and student

- Teacher Detention
- Central Detention
- Referral to administration
- Tuesday School or Alternative Detention
- Emergency Removal
- Out of School Suspension
- Expulsion
- Notification of Civil Authorities

The following offenses are considered Category 2 violations of the Code of Conduct:

**1. HARASSMENT, INTIMIDATION & BULLYING**

**A. Any intentional written, verbal, electronic (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless handheld device), graphic or physical act that a student or group of students exhibits toward another particular student(s) and the behavior both causes mental or physical harm to the other student (s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student (s); or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered, menacing, or indicates an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of society.**

**B. Violence within a dating relationship. When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.**

**2. Violent Acts:** No students shall engage in violent acts, including, but not limited to fighting or assault of another, on school grounds, at school sponsored events, or in violent criminal offenses off school property.

**3. Destructiveness/Vandalism:** Students may not engage in acts of attempted or actual damage of school or private property on school property or at school sponsored activities.

**4. Obscene or Profane Language/Gestures—Directed:** No student shall use obscene, profane or indecent language/gestures either written or oral in addressing another person. This prohibition includes obscene gestures.

**5. Tobacco:** The Board prohibits the possession, consumption, purchase or attempt to purchase and/or use of tobacco products or cigarette mimicking devices (such as E Cigarettes) by students on Board premises, in Board-owned, leased or contracted vehicles, within any indoor facility owned or leased or contracted by the board, and used to provide education or library

services to children, and at all Board sponsored events. Smoking clove cigarettes or other substances is also prohibited.

**6. Theft or Attempted Theft:** A student may not possess or attempt to possess any item, materials or belongings that are the property of another student, staff member or visitor of MHS without their permission. Repeated acts of theft will be recommended for suspension and expulsion and incidents of theft involving high dollar values will be suspended with a recommendation for expulsion and notification of civil authorities.

**7. Sexual Activity:** All sexual activities are prohibited on school property or at school sponsored events, on or off school grounds. This prohibition would include field trips and overnight trips.

**8. Inappropriate Use of Electronic Images/Publishing:** Any person possessing, disseminating or sharing inappropriate pictures, images and/or videos that were obtained with electronic devices during school hours, on school property, or at a school activity will be subject to discipline under this Student Handbook. Dissemination and sharing pictures includes, but is not limited to postings on social websites (e.g. Facebook, Instagram, Snapchat), photo sharing websites (Snapchat, Instagram, Twitter and Shutterfly) or video sharing websites (e.g. YouTube). This may also include events happening outside of school hours that affects the educational process.

**Category 3 -** Category 3 violations of the Code of Conduct will result in one or more of the following consequences:

- Contact parent
- Conference with parent and student
- Teacher Detention
- Central Detention
- Referral to administration
- Tuesday School

- In School Suspension
- Emergency Removal
- Out of School Suspension
- Expulsion
- Alternate Forms of Discipline
- Notification of Civil Authorities

The following offenses are considered Category 3 violations of Code of Conduct:

- 1. Building Rules:** A student may not violate classroom rules or established rules of conduct for any areas of the school.
- 2. Buses:** No student shall be permitted to violate any school rules while on a school bus or other school provided transportation. This prohibition includes rules established by the driver. Violation of these rules will result in consequences outlined in the transportation section of this handbook on page 28:
- 3. Clubs & Other Organizations:** No student shall be permitted to create a club or organization that does not abide by the Code of Conduct; also, student behavior at all school related clubs and organizations will be judged by and dealt with according to the Code of Conduct.
- 4. Damaging School Relationships:** No student shall be permitted to jeopardize the good relationship among schools within or outside the school district by defacing or destroying another school's property or by demonstrating disrespect to another school's property or by demonstrating disrespect to another school's students, staff, or officials.
- 5. Disrespectful Behavior:** A student may not use language (written or oral), physical acts, gestures or behavior deemed to be inappropriate, disrespectful, abusive or intolerant toward any person.
- 6. Disruption:** No student shall disrupt or interfere with any curricular or extracurricular activities.
- 7. Falsifying Information:** No student may falsify information requested in the course of school or school related activities or in an investigation conducted by the school or other investigative agencies. Included in this prohibition is forgery of parent/guardian signatures.
- 8. Gambling:** Games of chance or skill where money, tokens, or other valuables and services are wagered are prohibited. Students may not gamble on school property or at school sponsored events.
- 9. Immature Acts:** Students may not engage in any immature acts such as pushing in the school, running in the school, throwing objects, etc. This list is not exhaustive and includes behavior on school property and at school sponsored events.
- 10. Improper Driving & Parking on School Property:** Only juniors and seniors may drive to school due to limited parking. A student may not drive recklessly on school grounds. This includes violations of the speed limit and driving laws, making excessive noise by squealing tires, racing the engine, excessive volume of the car stereo and driving where prohibited. A student may park only in the student section of the parking lot. Parking diagonally and taking more than one parking space is prohibited. Students who violate parking lot rules, the school code of conduct, or are truant from school or a class period may have their driving/parking suspended or revoked.
- 11. Insubordination:** A student shall not disregard any direction or command (written or verbal) that is deemed to be reasonable or engage in any act of insubordination toward any school employee, including support staff and bus drivers.
- 11A. GROSS INSUBORDINATION: Students who repeatedly violate school rules or fail to serve assigned consequences will be considered in violation of rule 11A and will face out of school suspension as possible consequences.**
- 12. Leaving School Grounds:** Students may not leave school grounds during school hours without permission from the proper authority. This includes students who are dropped off at school by bus, car or who walk to school. Once students are on school property, they are under the authority of the school.
- 13. Obscene Language/Gestures:** Use of indecent, profane, or obscene language/gestures in written or oral form is prohibited.
- 14. Public Display of Affection:** Students may not exhibit or engage in acts or signs of affection deemed by school officials to be improper, and/or inappropriate, while on school premises, at school sponsored activities or on school buses.
- 15. Printed Materials:** No student shall possess and/or distribute printed materials on school property or at school related events without permission of the school administration.
- 16. Signs:** Students shall not place signs or slogans on school property without permission of the school administration.
- 17. Dress Code:**

**Student Dress:** The primary purpose of the school is education, and all matters of dress and grooming must be weighed against that single objective. To that end, students should avoid styles or dress and grooming (including hair styling and makeup) which are overly revealing, disrupt the educational process, or constitute a threat to individual safety or the safety of the group. In addition, students are expected to maintain high standards of personal cleanliness and hygiene and modesty by making sure they are neither offensive to others nor a threat to the health of the school community. The administration will make final judgment

on the appropriateness of any mode of student dress. The following guidelines are to be adhered to:

- Students must cover the top of their shoulder. Muscle shirts, camisoles, halters and spaghetti straps are not appropriate unless top of shoulder is covered.
- Students should not wear any article of clothing that is distasteful by language or sign.
- Students should not wear clothing that is distracting.
- Students should not wear clothing containing profanity or advertising alcohol, tobacco, drugs, or look-alike labels.
- Students must wear shoes to school and to class. Slippers are not to be worn unless for medical reasons (require a note from the doctor.)

No pajamas or sweats that look like pajamas.

Students should wear clothing that is clean and is not torn or ripped above the knee.

- No underwear, undergarments, etc. should be visible. These items should be totally covered by student clothing.
- Students are not permitted to wear hats on campus.
- Clothing must be modest, not skimpy or over-revealing, as it is a distraction to the educational process.
- Chains, spike collars and spike bracelets are prohibited.
- Students (Boys and Girls) may not wear bandanas as a head covering.
- Students must wear pants at natural waist with no exceptions.

**Additional dress code guidelines:**

- 1) Shirts and tops must have a high enough neckline to cover cleavage.
- 2) Lower garments are to be worn at the appropriate length so as not to drag on the floor or expose skin or undergarments when sitting, standing, bending over or raising a hand.
- 3) No skin or undergarment should be visible between a student's top and lower garment when sitting, standing, bending over or raising a hand.
- 4) Skirts, dresses and shorts are to be worn at the appropriate length for school. The bottom of the garment shall be no shorter than the end of the student's fingertips when the arm is hanging naturally down the side of the student's body.

**\*\* (Repeat offenders may be issued central detentions and Tuesday School )**

18. **Tardiness:** A student habitually tardy to class, study hall or to an activity to the extent which it disrupts the school program will face appropriate disciplinary action. Seniors may lose senior lunch privileges and driving privileges. Juniors may lose driving privileges.
19. **Truancy:** Ohio law places upon the parents the responsibility for assuring the attendance at school of enrolled children. Instances of truancy will be treated as violations of this law. A student will be considered truant from school for any period of absence that is not defined as a legitimate absence as covered by the attendance policy and school rules.
20. **Unauthorized Use of Materials:** A student may not use, consume, borrow, or remove from school property any school equipment or supplies, unless authorized to do so from responsible school employees, for school purposes. This would include computers, computer files, printers, and electronic equipment and security devices.
21. **Violation of State and/or Local Code:** No student shall commit any crime on school premises or at school activities in violation of the Ohio Criminal Code, Ohio Traffic Code, of the Ohio Juvenile Code.
22. **Other Activities:** Any other activity by a student that disrupts the academic process or a curricular or extracurricular activity while on school premises or while in the control or custody of the school is prohibited. This would include, but not be limited to, inappropriate use or possession of a laser pointer, squirt gun, or other items that have the potential to disrupt the educational process for other students.
23. **Unauthorized Touching Policy:** This is the act of physically touching or hitting a student of the school system, or any other person, while on school property or at a school event. This may include horseplay.

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

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

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

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

**Search and Seizure - Policy 5771 [click here](#). Administrative Guideline [click here](#).**

### **Security Devices**

Please be advised that security cameras have been placed throughout the building to assist in providing a safe environment for our students and staff. Video from the cameras may be used when necessary to enforce the student conduct rules and regulations. Alcohol sensors may be used at all school sponsored events or as deemed necessary.

## **TECHNOLOGY**

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

School telephones are for school business and may be used by students only with the permission of a staff member. If a student calls home for an item, it is the student's responsibility to check in the office for that delivered item.

Cell phones, iPods, and other approved electronic devices may be used by students, before school, at lunch and after school, or as authorized by a staff member. Violation of this policy may cause the device to be confiscated and parents may be asked to pick them up.

FIRST OFFENSE: A WARNING;

SECOND OFFENSE: CENTRAL DETENTION;

THIRD OFFENSE: PARENT PICKS UP PHONE/IPOD/ETC & DETENTION;

FOURTH OFFENSE: TUESDAY SCHOOL & PARENT PICKUP;

FIFTH OFFENSE: WE KEEP UNTIL THE END OF THE YEAR.

Refusal to provide Staff/Admin. the requested item will be considered gross insubordination and subject to prescribed consequence.

Any person possessing, disseminating or sharing inappropriate pictures, images and/or videos that were obtained with electronic devices during school hours, on school property, or at a school activity will be subject to discipline under this Student Handbook.

Dissemination and sharing pictures includes, but is not limited to postings on social websites (e.g. Facebook, Instagram, Snapchat), photo sharing websites (Snapchat, Instagram, Twitter and Shutterfly) or video sharing websites (e.g. YouTube). This may also include events happening outside of school hours that affects the educational process.

Electronic devices including but not limited to, cell phones, cameras, smart phones etc. are prohibited in restrooms, locker rooms, dressing rooms, and areas that students could be found in various stages of undress, or compromising positions. Social Media posts that disrupt the educational process is subject to school investigation.

### **Computers**

The Madeira School District's Local and Extended Computer Network is defined not only as the computers, network wiring and network equipment located within building facilities, but also includes any such equipment with which our computers may connect electronically. This means, for example, that when you connect to another computer through the Internet using a school computer, even if that computer is on the other side of the world, that computer becomes part of the District's local and extended computer network. Be aware that many of the rules below are also enforced through the use of federal and state laws. All computers, even those in study hall, are to be used for academic purposes under the direction of a faculty member. Students are directed to refrain from using email, playing games, and surfing the web for non-academic purposes. The Perin Learning Center is available for student use until 2:30 p.m. While using the District's local and extended computer network, you:

1. May not use profanity or obscenity.
2. May not use offensive or inflammatory speech.
3. May not violate copyright laws.
4. May not re-post personal communications without the author's prior consent.
5. May not use the Madeira Schools local and extended computer network for illegal activities. These include tampering with computer hardware or software, unauthorized entry into computers, or knowledgeable vandalism or destruction of computer files.

6. May not allow another user to use your account on any part of the Madeira Schools local and extended computer network.
7. May not attempt to impersonate another person or to hide your identity from others.
8. Students may bring their own computer to school and access guest network. They must adhere to the district acceptable use policy.

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

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

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

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

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

#### **CLOSED CAMPUS**

Madeira High School has a closed campus policy. Students are to remain indoors throughout the day unless under the supervision of a teacher or coach. All students are to stay on the campus grounds from the time of their arrival until dismissal time. Students who have parental and school permission to leave the school grounds must sign out through the Main Office for early dismissal. Any student not attending Madeira High School should not be on campus without administrative permission. All students not involved in extracurricular activities or under the direct supervision of a faculty advisor, should be off campus by 3:00 p.m. Consequences stated under building rules may be enforced.

#### **DRIVING AND PARKING RULES**

Madeira High School recognizes the need for students to drive their vehicles to school. Students can **PARK ONLY IN THOSE SECTIONS DESIGNATED FOR STUDENT PARKING**. We extend this privilege to our students with the understanding that they will operate their vehicles in a responsible manner and have the proper insurance coverage. Violations of safe driving may result in traffic consequences issued for the offenses listed below, as well as loss of your driving privileges at Madeira High School. The Principal and the Dean of Students will assign consequences.

1. **Reckless driving** in the parking lot, driveway, or on Miami and Loannes.
2. **Failure to stop** at stop signs on Loannes and in the parking lot by the cafeteria.
3. **Speeding - Speed limit on Loannes is 20 m.p.h. In the parking lot and driveway, the speed limit is 10 m.p.h.**
4. **The parking pass must be visible.** Hang the pass on your mirror in the front of any car you drive. You can lose your parking pass privilege if this rule is violated.
5. **A student who parks without a pass may receive a disciplinary consequence,** and may have their parking privileges revoked or suspended.

Seniors may purchase passes beginning packet pick-up day through the first day of school.

Juniors may begin purchasing passes on the second day of school.

The number of parking spaces is limited, therefore, priority is given to Seniors, then Juniors.

Please note: Cars parked on school grounds are subject to search under school/district policy 5771. See Search & Seizure in the student handbook. This search may include the use of canines but all efforts will be taken to ensure the safekeeping of all vehicles and property within the vehicle.

All student vehicles using the parking lot must be registered in the office.

The following rules apply to students who drive to school:

1. Avoid overloading of vehicle.
2. Refrain from unnecessary noise, such as tire squealing, loud pipes, etc.

3. Vehicles must be driven in a safe and lawful manner at all times. Drivers and passengers shall utilize the common elements of driver and passenger courtesy and defensive driving techniques.
4. **Parking:** The Board of Education grants students the privilege of parking in the school parking lot. The following guidelines must be followed by students who park in the lot:
  - a. Park horizontally
  - b. Do not park in “no-parking” areas
  - c. Park **only** in the **student parking area located in the front of the building and in spaces along the fence.**
5. Bikes and mopeds should be parked in the bike stand and should not block the sidewalks.
6. Eligible students must have a current driver’s license, and produce documentation to verify they have access to an automobile for transport to school.

## **DANCE GUIDELINES**

School dances are provided for the students’ enjoyment. All tickets for dances must be purchased by 3:00 pm on the day prior to the date of the event. (This means Friday for a Saturday dance) Tickets may NOT be purchased at the door. Any student behaving in a socially unacceptable manner will be asked to leave the school grounds. The student’s parents will be advised of any unacceptable behavior. All rules in “The Code of Regulations for Conduct for Pupils” apply during school dances. Proper dress depends on the type of dance being held, and this will be communicated to the students. All students attending a Madeira sponsored dance are subject to submitting/passing a Passive Alcohol Sensor assessment. Failing this assessment may result in parental contact and/or additional consequences including but not limited to, non-admittance to the event.

## **EMERGENCY DRILLS**

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

## **FOOD AND BEVERAGE**

**Students may not eat or drink in the halls.** A teacher may grant permission for food or drink in his or her particular classroom on limited special occasions. Bottled water is permitted at the discretion of the teacher.

## **LOST AND FOUND**

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

## **BAGS/BACKPACKS**

Bags and backpacks are prohibited in the hallways or classrooms without prior approval from the office.

## **LOCKERS AND STUDENT BELONGINGS**

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

**A Central Detention may be given to students whose locker is found unlocked.**

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

## **PHYSICAL EDUCATION LOCKERS**

All students enrolled in physical education will be provided with a lock. **Student clothing and books are to be secured in a P.E. locker during P.E. class.** The school is not liable for lost or stolen items from P.E. lockers regardless of whether the locker is locked or unlocked. Students should always lock their personal items in their locker.

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

## **HALL PASSES**

All high school students need their daily planner with them at all times to use as a hall pass. High school students must have their planner signed by their teacher or a detention may be issued. (\$10 fee will be charged for a lost plan book)



## PERIN LEARNING COMMONS

The Perin Learning Commons (PLC) is an academic learning area designed for study, testing, research, collaboration, technology access, reading, and teaching. It is open from 7:30 a.m. to 2:30 p.m. daily. Students may go to the PLC with their scheduled study hall/class, or on a pass from a teacher. **No student will be admitted without a pass.** All students with passes are required to sign-in near the circulation desk when they arrive and sign-out when they leave. Students must remain in the PLC until the dismissal bell rings, unless their passes indicate otherwise. **No food, drinks, horseplay, or excessively loud noises/talking are allowed in the PLC.**

- **Technology Access**

Technology accessed or used in the PLC should be used for academic purposes.

- **Study Halls**

In an effort to balance the use of PLC space between study halls and classroom instruction and create an academic environment that benefits all students, study halls will be put on a weekly rotation. This will allow teachers and staff to reserve and utilize the space in the PLC for formal instruction. Study halls will rotate between classrooms and the PLC as scheduled.

- **Testing Areas**

The first two breakout rooms of the PLC will be reserved for testing at the beginning of every bell to ensure space for students needing to take assessments. The breakout rooms will be opened to students in the PLC if the space is not needed the testing.

PLC access is subject to change at the discretion of the administration of MHS.

## SCHOOL FEES

All students will have a computerized student fee account. **Fees are due by September 27th.** Quarterly and/or monthly invoices will be sent home as a reminder of any outstanding fees still owed. All fees must be paid in full or a payment plan in effect for students to purchase a Winter Homecoming or Prom ticket and to participate in extracurricular clubs and activities. Third and Fourth quarter report cards will be held until fees are paid. Seniors may not participate in graduation practice, baccalaureate, or commencement until all fees are cleared Also, transcripts won't be sent until all fees are cleared. All fees should be paid in full by April 1st of each school year.

## TEXTBOOKS

Students are responsible for all books issued to them, and any lost or damaged books will be charged to the student. All loaned textbooks should be covered and must have the student's name in them.

## WORK PERMITS

By state law, students under 18 must obtain a work permit before being allowed to work. Applications for work permits are available in the main office for Madeira High School students only. Work Permits are processed through a new computer program from the State of Ohio. Please allow three to four days for processing.

## SENIOR LUNCH

Senior lunch is a privilege extended to seniors. With parent permission, seniors are permitted to leave campus for senior lunch and for extended lunch, as it is assigned by the administration. Students with failing or incomplete grades, attendance issues or major violations of the Code of Conduct, will have their senior lunch privileges suspended or revoked. Senior lunch may be cancelled due to inclement weather. At the discretion of the administration, students receiving a grade of "D" may be subject to losing senior lunch privileges.

## COMMON TIME

Students will be assigned a common time teacher. Students may obtain a pass from any teacher in order to receive assistance during common time. All students must be under the supervision of their common time teacher or of the teacher who has provided the pass for that particular day.

## **“MISSING CHILD LAW”**

In accordance with this law, a notification of absence must be sent to the parents or guardians of each student that the school is unable to contact by telephone by the end of the school day. The school will telephone the home of all students who fail to call the main office by 8:30 a.m. the day of the absence. These students must provide a written note from a parent, guardian or doctor upon their return to school to receive an excused absence.

## **LEAVING SCHOOL GROUNDS**

No student is permitted to leave the school grounds during school hours unless permission has been granted from the main office. Students must sign out in the main office before leaving school grounds and must sign in at the main office upon their return. The athletic fields and parking lot are off limits during school hours unless prior permission has been granted.

## **VACATION POLICY**

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

## **EXTRACURRICULAR ACTIVITIES & ORGANIZATIONS**

### **CLUBS & ORGANIZATIONS**

All students will be required to obtain a signed parent permission form, as well as meet all individual guidelines and group requirements, before attaining membership in clubs, groups, or organizations. A student's code of conduct, character and discipline record may be considered, in determining and/or maintaining an active role in various clubs and organizations. Clubs and organizations may have a set of expectations/guidelines by laws that students may be required to adhere to that exceed those of the student handbook.

**Art Club – Jill Dulgeroff, Advisor**—The Art Club provides an outlet for students interested in art to express their creativity and learn more about various art mediums. Members will have the opportunity to enter several art shows during the year.

**Academic Team— Mrs. Barb Linser & Justin Belarski**

**Band – Lori Adams, Advisor**—Students have the opportunity to join both concert and marching bands.

**Chess Club—Mrs. Dana Shaver**

**Flag Corp**—The Flag Corp is a dance group that performs at various athletic events, competitions, pep rallies, etc.

**French Club—Mrs. Gergen, Advisor**— The French Club provides an opportunity for French language students to practice their language skills and learn more about the French culture. Projects include the annual flower sale and dinner at a French restaurant.

**Key Club— Ms. Kim Homer/Mrs. Leugers**—The Key Club is a community service oriented group that works in cooperation with the Kiwanis Club.

**Latin Club -- Mrs. Jennifer Bruening, Advisor**—The Latin Club allows students an opportunity to enhance their knowledge of both the language and culture of this ancient civilization. Members attend an annual banquet and compete in the Latin Olympiad.

**Music (Vocal)—Mr. Grimm, Advisor** —Students have the opportunity to participate in the following:

- Music Company
- Mixed Choir

**National Honor Society—Mrs. Jordan & Mrs. Edwards, Advisors**—The National Honor Society is an honorary society that recognizes academic achievement. To be eligible, a student must be in grades 11 or 12 and have a 3.7 G.P.A. or higher. Selection for members is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Details regarding the selection criteria will be distributed to all students who are eligible.

**Spanish Club—Mrs. Julie Leugers, Advisor**—The Spanish Club provides an opportunity for Spanish language students to practice their language skills and learn more about the Spanish culture. Activities include a dinner as well as various fund raising projects.

**Student Government—Mrs. Lisa Hilliker, Advisor**—Student Government consists of a president, vice president, treasurer, and

secretary for each grade level at the high school. There will also be an election for student body president, vice president, treasurer, and secretary. These elections will take place in the fall of each year.

**Teen Counselors—Mr. Rick Rockwell, Advisor**—Teen Counselors are a selected group of students who talk to younger students at Madeira Middle School about the dangers of drug and alcohol usage.

**One-on-One Counselors—Ms. Kim Homer, Advisor**—One-on-One Counselors are student volunteers who are assigned to students at Madeira Elementary School, Madeira Middle School, and Madeira High School to work with students on their academic skills.

**Theatre Arts – Rebecca Brewer** - The Theatre Arts group works with all aspects of drama from acting to lighting. Two major productions are held each year.

**Unified for Uganda (U 4 U) – Ms. Homer, Advisor** - U4U is a student-run, nonprofit organization that financially and emotionally supports the children of UNIFAT primary school in Northern Uganda. The Madeira U4U Chapter plans and executes awareness & fundraising events throughout the year to maintain sponsorship over four children in Uganda.

### 2019-2020 - MADEIRA HIGH SCHOOL CALENDAR

#### 2019

August	9	New Teacher Orientation
August	12	Teacher Workday
August	13	Teacher Workday
<b>August</b>	<b>14</b>	<b>First Day for Students</b>
August	19	Back to School Night (7:00 p.m.)
August	23	Picture Day
August	24	Tag Day
September	2	Labor Day—No School
September	9	9th Grade Ring Assembly during CT
September	16	9 <sup>th</sup> Gr. Class Ring Order/ during lunch/CT
September	16	Evening Ring Order 5:00 to 7:00 p.m.
September	16	Assembly: Senior Cap/Gown Announcement Info /CT
September	19	7-8 am Collect Cap & Gown Orders
September	20	Teacher Work Day – No School
October	7	Picture Retake Day
October	15	Fall Choir Concert 7:00 p.m.
October	11	<b><u>1st Quarter Ends</u></b>
October	18	Homecoming Parade 6:00
October	19	Homecoming Dance 9:00 – 12:00
October	24.....	3:30 to 7:00 MHS Evening Conferences
October	28.....	3:30 to 7:00 MHS Evening Conferences
November	1	No School – Teacher In-Service
November	7.....	3:30 to 7:00 MHS Evening Conferences
November	11	7:00 p.m. Marching Band Awards Night
November	20	Senior Citizen Day/Play & Luncheon
November	21	Fall Play (7:00 p.m.)
November	22	Fall Play (7:00 p.m.)
November	23	Fall Play (7:00 p.m.)
November	27,28,29	No School - Thanksgiving Recess
December	12	HS Holiday Band/Choir Concert - (7:00 p.m.)
December	17	1st Semester Exams (Regular Schedule)
December	18	1st Semester Exams (1:00 Dismissal)
December	19	1st Semester Exams (1:00 Dismissal)
December	20	1st Semester Ex. <b><u>2nd Quarter Ends</u></b> (1:00 Dismissal)

December	21	Winter Break Begins - No School
<b>2020</b>		
<b>January</b>	<b>6</b>	<b>School Re-Opens</b>
January	20	Martin Luther King Day - No School
January	31	Winter Homecoming Game
February	1	Winter Homecoming Dance (9:00 to Midnight)
February	11	4:30 to 8:00 MHS Evening Conferences
February	14	Teacher Work Day- No School
February	17	Presidents' Day (No School)
February	27	HS Choir/Band Concert 7:00 p.m.
March	4	Early Release Day 1:00 p.m.
March	6	<b><u>3rd Quarter Ends</u></b>
March	23 - 27	Spring Break (NO SCHOOL)
April	3	NHS Father/Daughter Dance
April	15	SENIOR CITIZENS DAY
April	16	Spring Musical - (7:00 p.m.)
April	17	Spring Musical - (7:00 p.m.)
April	18	Spring Musical – (2:00-7:00)
April	25	Prom
April	28	Spring Band Concert/Awards 7:00 p.m.
May	5	MHS Awards Concert Choir 7:00 p.m.
May	6	Day of Signing 3:30 p.m.
May	7	HS Senior Awards Night - 7:30 p.m.- Medert Aud.
May	8	Senior Banquet 7:00 p.m.
May	14	Last Day for Seniors
May	15	All Exams for Seniors
May	15	HS Awards Day-Grades 9,10,& 11 8:15 AM.
May	18	Final Exam 7 <sup>th</sup> bell (Regular Schedule) 9th – 11th gr.
May	19	Graduation Practice - 9:00 a.m. (Mandatory)
May	19	Senior Picnic - 11:30 a.m.
May	19	Final Exams 1 & 2 (1:00 Dismissal) 9th – 11th gr.
May	20	Final Exams 3 & 4 (1:00 Dismissal) 9th – 11th gr.
May	21	Final Exam 5 & 6 /Last day for students 1:00 dismissal
May	21	Baccalaureate (7:30 p.m.)
May	23	GRADUATION-CLASS OF 2020 (7:30 P.M.)

**MADEIRA ATHLETICS**  
**Guidelines & Standards**  
**For Student Participation**  
**2019-2020**  
(revised 2018)

**INTRODUCTION**

The purpose of this handbook is to give all students participating in athletic programs and all other interested persons a guide to the operation of the interscholastic athletic program of the Madeira City Schools District. The coaches of the various teams/activities within the district's athletic program will explain specific rules, regulations, policies and procedures, but also to those special rules set forth for each sport.

All student athletes are expected to follow the student "Code of Conduct" as outlined in the Student and Parent Handbook, which was revised in August 2018.

It must be understood by all students and their parents/legal guardians, that a condition to participating in the Madeira City School District athletic program is a commitment to follow the rules, regulations, policies and procedures established by the district for the implementation of its athletic program. It must also be understood that the students who violate these rules, regulations, policies and procedures may face disciplinary action.

**ATHLETIC DEPARTMENT CONTACT INFORMATION**

Athletic Director: Joe Kimling

Administrative Assistant: Cyndi Underwood

Direct Line: (513) 587-0010

Fax Line (513) 985-6089

Twitter: @madath

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

[www.madeiraathleticboosters.com](http://www.madeiraathleticboosters.com)

[www.arbiterlive.com](http://www.arbiterlive.com)

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

[www.chlsports.com](http://www.chlsports.com)

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

**MISSION STATEMENT**

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

**SPORTSMANSHIP, ETHICS AND INTEGRITY**

The National Federation of High School Associations views good sportsmanship as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

**PHILOSOPHY OF ATHLETICS**

Interscholastic athletics is an extension of the classroom promoting character, hard work and discipline while helping to develop a person both body and mind. Athletics will provide a foundation for growth, goal setting, competitiveness, cooperation, teamwork and adjustments to adversity.

## REQUIREMENTS FOR PARTICIPATION

### I. ATHLETIC FORMS

Before a student may participate in any sport, tryouts, and practices, he/she must provide the following information to the athletic office, as well as, be registered for a sport(s) on the Final Forms System.

1. The Ohio High School Athletic Association health questionnaire and physical examination form with student, parent and physician signature. OHSAA bylaws addressing physical exams are the same for students in grades 7-8 and grades 9-12.

a. The bylaws state “athletic participation forms for participants shall be signed by a physician, the participant and by a parent or guardian and must be on file with the principal before any candidate for a team may participate in a practice. These forms necessitate the physician’s certification of the individual’s physical fitness no less than one each year.”

b. Examination cards may be signed by a chiropractor or by a physician. If the exam is given by a nurse practitioner a physician must sign the form. The examination is valid for participation during the current school year. All physical examination cards should be completed properly and turned into the Athletic Director’s office **prior** to participating.

2. Emergency Medical Form

3. Authorization for Participation in Interscholastic Athletics

4. Payment of all fees associated with participation

5. All releases

6. Additional forms by individual sport

\*Students may be added to the roster up to the 1st scheduled team competition if all requirements are met.

### II. OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

The student must meet all Ohio High School Athletic Association Eligibility Standards: Transfer, Scholarship (academic), Age, Residency, Enrollment, Amateur Status

\*Detailed information regarding a student’s eligibility can be found at [www.ohsaa.org/eligibility](http://www.ohsaa.org/eligibility)

### III. ACADEMIC ELIGIBILITY STANDARDS

1. High School Eligibility

a. Bylaw 4-4-1 - High School Scholastic Standard. This bylaw reads as follows: In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. For the purpose of this Bylaw 4, the term “grading period” is defined as the school’s Board-adopted calendar (e.g. six week, nine week, 12 week or semester) and does not mean an interim marking period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. For the purpose of this bylaw, the term “immediately preceding grading period” refers to the grading period of the school which immediately precedes the grading period in question. Bylaw 4-4-1 is the standard high

school eligibility rule. It is based on a school's grading period and requires a student to have received, when that grading period is concluded, passing (not necessarily a letter) grades in subjects that are worth an equivalent of five one credit courses. See the guidance here for some formulas to help compute equivalencies.

2. Middle School Eligibility

- a. Bylaw 4-4-5 is the standard 7th and 8th grade eligibility rule. It is based on a school's grading period and requires a student to have received, when that grading period is concluded, passing (not necessarily a letter) grades in five subjects during that grading period. There is no equivalency formula for course work at the middle school level. Therefore, every course counts as "one" of the five required regardless of the time spent in the course, the type of course or whether the course receives a letter grade or a Pass/Fail assessment.

3. Madeira Athletic Eligibility

- a. Extracurricular activities are secondary to academics in importance, and are a privilege for those students who take part in them. Therefore, the following guidelines will be used to determine a student's extracurricular eligibility.
  1. Eligibility will be reviewed weekly during the sport seasons.
  2. Eligibility is based on all subjects taken by a student.
  3. Eligibility is a cumulative average, from the beginning of a grading period through the end of the week being checked.
  4. A student will be given a "warning" the first time he/she receives a cumulative "F" or incomplete during a given grading period. A student on "warning" may still practice and compete.
  5. At anytime during the grade period a student receiving a second cumulative "F" or incomplete in any class he/she will become ineligible for athletic competition for a period of seven days.

### ATHLETIC EXPECTATIONS FOR ATHLETES

It is a privilege to compete in athletics, therefore; our athletes must subscribe to certain expectations. The following expectations of conduct are in effect for student athletes when they are "in season". "In-season" is defined as, when a student has been placed on a school team roster.

Player Conduct: We believe, that as student athletes, we are held to a higher standard: a standard of character, behavior, and respect. As student athletes, we understand that our character should not be called into question, our behavior should always be above reproach, and we should show respect to the faculty, the student body, or opponents, officials, coaches and teammates. The athletes conduct should be in line with the standards of the community and the school we represent. We understand any behavior deemed unbecoming of a Madeira athlete may be subject to disciplinary action from the athletic department.

Conduct such as, but not limited to:

\*Violations of the law

\*Showing signs of possession, consumption or sale of alcohol, tobacco, tobacco-like products (e-cigarettes/vaping products),

\*Illegal drugs and/or misuse of prescription drugs

\*Violations to the Student Code of Conduct

- \*Misuse of social media
- \*Suspensions from school
- \*In-school detention
- \*Violations of team rules
- \*Hazing - “hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional harm and/or physical harm regardless of the person’s willingness to participate
- \* Bullying

Consequences for conduct unbecoming a Madeira athlete will be determined, based on the review of evidence, by the athletic department and/or designees.

Consequences may range from:

Team Action

Athletic Suspension

Removal from the team

Level 1: Removal the Team / Suspension from Participation. The types of offenses that may fall in this category include but are not limited to: Alcohol/Drugs/Tobacco/e-cigarettes/Hazing/Violation of the Law

Level 2: Removal the Team / Suspension from Participation/Change in Player Status/Reduction of Playing Time. The types of offenses that may fall in the category include but are limited to:

Harassment/Bullying/Sportsmanship/Social

Media

Level 3: Removal the Team / Suspension from Participation/Change in Player Status/Reduction/Team Issued Consequences. The types of offenses that may fall in this category include but are not limited to: Violation of team expectation/Violation of School Expectations/Sportsmanship

## ATTENDANCE

It is the policy of the Madeira City School District that an athlete must attend at least one-half of a school day (10:30 am) to practice or compete in an athletic event that day or evening. The principal or designee may make exceptions to this rule. Time spent attending a school-sponsored activity will count toward satisfying this requirement (i.e. Latin convention, band competition, field trips).

## MULTIPLE EXTRA-CURRICULAR ACTIVITIES

The Athletic Department realizes that a school system with a small student population and a full complement of extra curricular activities must at times share participants. Recognizing that each student will have the opportunity for a broad range of experiences in the area of extra curricular activities. Both student and sponsor/coach, before multiple participation in contests must meet the following guidelines or practice can take place:

1. The activity/team rules for each activity must be signed by both the student and parents. A sport of choice must be declared. This will be used to help avoid conflicts in scheduling.
2. When an athlete is attempting to participate on two athletic teams during the same season and one of the teams requires a tryout, “cuts” as part of its team selections, a student’s availability for practices, games and team events may be considered for team selection. This may also be used as criteria in determining whether or not it is in the best interest of the student athlete to participate in multiple sports. When conflicts do arise, the sponsors/coaches and the athletic director will attempt to resolve the conflict in the best interest of the teams involved. If a solution cannot be found, then the principal will have to make the decision.

## PARENT REGISTERING A CONCERN



Madeira City Schools athletic department believes most concerns can be resolved between the player and coach. In the event that the player and coach are not able to resolve the situation, a parent may contact the coach to schedule a meeting to discuss the situation.

1. Contact the head coach, express your concern and attempt to develop a resolution to the concern. Please do not register your concern immediately before, during, or immediately after a game or contest. Give yourself and the coach time to reflect on the situation and then register your concern, if needed (24 hour rule). This will allow both parent and coach a better opportunity to communicate and resolve the concern. If the conflict cannot be resolved, you have the right to pursue the issue further.
2. Contact the athletic director to express your concern and seek a resolution to the problem. If you are still not satisfied, you have the right to pursue the issue further.

### HIGH SCHOOL AWARDS

\*Varsity Awards: All high school athletes and cheerleaders shall receive a certificate for participation on all athletic teams: 1st, 2nd, 3rd and 4th year awards

\*CHL Scholar Athlete: The athlete must earn a varsity letter and have a 3.25 G.P.A. during that season.

\*CHL Senior Scholar Athlete: The athlete must earn a varsity award each year and have a 3.5 GPA over seven semesters.

\*Sub Varsity Awards: Athletes in good standing shall receive a certificate for participation on all athletic teams.

### ADDITIONAL EXPECTATIONS

Team expectations for each specific sport may developed by the coach and approved by the athletic director. Such expectations shall be formally issued to each athlete. Team expectations, signed by both the athlete and parent/guardian, must be returned to the head coach/sponsor before the student is allowed to practice or compete.

Each coach may impose reasonable consequences on the athletes violating the team expectations.

### EQUIPMENT

All school issued equipment must be returned to the coach following the season. If equipment is not returned, any and all awards earned by an athlete will be withheld until such equipment is returned or other arrangements can be made. Restitution can be made through the student fee account in the main office.

### START DATE FOR HIGH SCHOOL PRACTICE

2019-2020

Baseball	02/24/20
Basketball – B	11/01/19
Basketball – G	10/25/19
Cross Country	08/01/19
Football	08/01/19
Golf	08/01/19
Lacrosse- B & G	02/24/20
Soccer – B & G	08/01/19
FastPitch Softball	02/24/20
Swimming	11/01/19

Tennis – B	03/09/20
Tennis – G	08/01/19
Track & Field	03/09/20
Volleyball	08/01/19
Wrestling	11/15/19

#### NCAA ELIGIBILITY REGULATIONS

Please go to [www.ncaa.org](http://www.ncaa.org) for clearinghouse regulations and requirements.