

Student - Parent Handbook 2008-2009



Medina High School

777 East Union Street
Medina, OH 44256

Telephone: (330) 636-3200

FAX: (330) 764-3521

Web Site: www.mcsoh.org/mhs



Recognizing Potential Maximizing Achievement

ATTENDANCE (330) 636-3207 (24 hours a day)

2008-2009 BOARD OF EDUCATION

Dr. Thomas Ebner President
Dr. Robert Wilder Vice President
Mr. Mark Dolan Member
Mr. William Grenfell Member
Mrs. Susan Vleck Member

Mr. Randy Stepp. Superintendent
Mr. Wallace M. Gordon. Treasurer

ADMINISTRATION

Rick Forney	Assistant Superintendent	330-636-3200
House 1 Principal		330-636-3376
House 2 Principal		330-636-3325
House 3 Principal		330-636-3300
House 4 Principal		330-636-3350
Mr. Kevin Kelly	Athletic Director.....	330-636-3225
Mr. Vern Fawcett	Activities Director	330-636-3200
Officer Brad Fox	School Resource Officer	330-636-3220
Mr. Kevin Sparks	Attendance Officer.....	330-636-3209
Jane Coleman	School Psychologist.....	330-636-3200
Diane Ross	School Psychologist.....	330-636-3200

GUIDANCE STAFF

Parents who wish to discuss their child's progress with a Guidance Counselor are encouraged to call.

Mr. Doug Kilbreath		330-636-3214
Specialty Area: College/Admissions	kilbread@mcsoh.org	
Mrs. Carrie Schreck		330-636-3218
Specialty Area: Freshman Transition	schreckc@mcsoh.org	
Mr. Daniel Halcik, Jr.		330-636-3215
Specialty Area: College Admission Testing	halcikd@mcsoh.org	
Mr. Richard Storey		330-636-3221
Specialty Area: MCCC/Careers	storeyr@mcsoh.org	
Mrs. Barbara Hershey		330-636-3217
Specialty Area: College/Financial Aid	hersheyb@mcsoh.org	
Mrs. Sherrie Schneider		330-636-3216
Specialty Area: Student Services	schneids@mcsoh.org	
Mrs. Trish Jackson		330-636-3302
CBI Case Manager	jacksont@mcsoh.org	
Mrs. Cathy Lasher		330-636-3223
Prevention Program Coordinator	lasherc@mcsoh.org	

Welcome to the 2008-2009 school year!

With all of the clubs and athletics offered at MHS, Student Council would like everyone in the student body to become involved. Thus, Student Council has chosen the theme S.A.F.A.R.I.: **Students And Faculty Are Really Involved**. With such a large school, however, it can be difficult to learn about all of the great organizations here at MHS. We encourage you to talk to other students and staff members, and we encourage club members to spread the word about their organization. In order to make the environment even better at Medina High School, we need to become an active school by supporting every student and every faculty member. Feel free to ask the Student Council representatives about our new theme and how to get involved. Please help Student Council reach our goal! Get involved, and have a great year!

Megan Hershey

Student Council President

NON-DISCRIMINATION STATEMENT

As required by law, it is the policy of the Medina City School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap.

Title IX Coordinator Dr. Kris Quallich

Title VI Coordinator Dr. Kris Quallich

Section 504 Coordinator Dr. Kris Quallich

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE II, TITLE VI, TITLE VII, AND TITLE IX, SECTION 504, AGE ACT, AND ADA

Nondiscrimination

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

Complaint Procedure

Section I

If any person believes that the Medina City School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint, which shall be referred to as a grievance, to the Director of Student Services.

Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant.

TABLE OF CONTENTS

ACADEMIC POLICIES AT MEDINA HIGH SCHOOL.....	9
Building Wide Grading Scale.....	9
Class Ranking.....	14
Class Standing Grade Placement Standards.....	17
Commencement/Graduation	18
Credit Policy.....	12
Exams.....	10
Grade Point Averages	10
Graduation Requirements/Fast Facts.....	9
Honor Roll/Merit Roll	14
National Honor Society.....	19
Schedule Changes/Dropping Courses	17
ATHLETICS/EXTRA AND CO-CURRICULAR ACTIVITIES.....	20
Academic Eligibility	21
Additional Rules by Coaches/Advisors.....	32
Athletic Code of Conduct: Extra/Co-curricular Rules	21
Conflict with Other School Activities	23
Conflict Resolution Policy	23
Eligibility.....	25
Expectations and Reasonable Conduct	27
General Regulations.....	28
Major Misconduct Policy.....	30
Pay to Participate Policy.....	26
Scope of the Code of Conduct	25
Student Code of Conduct	24
Tobacco, Alcohol and other Drugs Policy	32
ATTENDANCE RESPONSIBILITIES	36
Attendance Guidelines	37
Absence Reporting	40
Attendance Responsibilities	36
College Visitations/Vacations	43
Illness during the School Day	42
Leaving the School	38
Planned Absence.....	42
Tardiness to Class/School.....	41
Truancy.....	42
DRESS CODE.....	44

GUIDANCE SERVICES & ACADEMIC ADVISING	46
Chemical Dependency Programs.....	51
Gifted Identification.....	49
Guidance Services.....	46
Guidance Staff.....	2
Homework Requests.....	49
Important Testing Dates/Requirements.....	46
Post-Secondary Enrollment Options.....	49
Progress Reports.....	49
Withdrawal from School.....	50
Work Permits.....	50
MISCELLANEOUS INFORMATION	73
2007-08 Board of Education.....	1
Administration.....	2
Bell Schedules.....	6 & 7
Calendar of Events.....	8
Non Discrimination Statement.....	3
STUDENT DISCIPLINE	52
Board Policy 5600 – Student Discipline.....	52
Consequences Defined.....	54
Progressive Discipline – Section I.....	58
Progressive Discipline – Section II.....	61
Student Conduct Code.....	54
Suspension/Expulsion Procedures.....	56
STUDENT SAFETY/EMERGENCY PROCEDURE	68
Fire Emergency Guidelines.....	68
I.D. Cards.....	70
Intruder Alert Guidelines.....	69
School Closings.....	70
Tornado Emergency Guidelines.....	69
Video Surveillance Equipment.....	71
Visitor Passes.....	71
TRANSPORTATION	71
Parking Rules and Regulations.....	71
Transportation of Students by Private Vehicle.....	71

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

Front Cover Designed by..... Amanda Revell
Back Cover Designed by Laura Richins

Regular Bell Schedule

Class	Time	
EB	6:30 – 7:20	(50)
1	7:25 – 8:15	(50)
2	8:19 – 9:12	(53)
	Announcements (3 minutes)	
3	9:16 – 10:06	(50)
4-5	10:10 – 11:00	(50)
Lunch 4	10:10 – 10:40	(30)
5-6	10:44 – 11:35	(50)
Lunch 6	11:04 – 11:34	(30)
6-7	11:04 – 11:54	(50)
7-8	11:38 – 12:28	(50)
Lunch 8	11:58 – 12:28	(30)
8-9	11:58 – 12:48	(50)
Lunch 10	12:52 – 1:22	(30)
9-10	12:32 – 1:22	(50)
11	1:26 – 2:17	(51)
	Announcements (1 minute)	

Alternative Bell Schedules

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

A.M. Assembly Schedule 2008-2009		
Period	Time Block	
EB	6:35 - 7:18	(43)
7:25 - 7:27	Students report to 1st period General Assembly Announcement	
7:27 - 7:37	Students called to assembly by announcement	
7:37 - 8:07	Assembly	
8:07 - 8:14	Dismissal back to 1st period	
1	8:14 - 8:57	(43)
2	9:01 - 9:47	(46)
	Announcements (3 minutes)	
3	9:51 - 10:34	(43)
4-5	10:38 - 11:21	(43)
Lunch 4	10:38 - 11:08	(30)
5-6	11:12 - 11:55	(43)
Lunch 6	11:25 - 11:55	(30)
6-7	11:25 - 12:08	(43)
7-8	11:59 - 12:42	(43)
Lunch 8	12:12 - 12:42	(30)
8-9	12:12 - 12:55	(43)
Lunch 10	12:59 - 1:29	(30)
9-10	12:46 - 1:29	(43)
11	1:33 - 2:17	(44)
	Announcements (1 minute)	

EARLY RELEASE SCHEDULE 2008-2009		
Period	Time	
EB	6:35 - 7:16	(41)
1	7:25 - 8:06	(41)
2	8:10 - 8:56	(46)
	A.M. Announcements/Attendance	
3	9:00 - 9:41	(41)
4-5	9:45 - 10:26	(41)
Lunch 4:	9:45 - 10:15	(30)
5-6	10:19 - 11:00	(41)
Lunch 6:	10:30 - 11:00	(30)
6-7	10:30 - 11:11	(41)
7-8	11:04 - 11:45	(41)
Lunch 8:	11:15 - 11:45	(30)
8-9	11:15 - 11:56	(41)
Lunch 10:	12:00 - 12:30	(30)
9-10	11:49 - 12:30	(41)
11	12:34 - 1:17	(43)
	P.M. Announcements	

P.M. Assembly Schedule 2008-2009		
Period	Time Block	
EB	6:35 - 7:18	(43)
1	7:25 - 8:08	(43)
2	8:12 - 8:58	(46)
	A.M. Announcements/Attendance (3+ minutes)	
3	9:02 - 9:45	(43)
4-5	9:51 - 10:32	(43)
Lunch 4:	9:49 - 10:29	(30)
5-6	10:23 - 11:06	(43)
Lunch 6:	10:36 - 11:06	(30)
6-7	10:36 - 11:19	(43)
Lunch 8:	11:23 - 11:53	(30)
7-8	11:10 - 11:53	(43)
8-9	11:23 - 12:06	(43)
Lunch 10:	12:10 - 12:40	(30)
9-10	11:57 - 12:40	(43)
11	12:44 - 1:28	(44)
	P.M. Announcements (1 minute)	
1:28 - 1:30	General Assembly Announcement	
1:30 - 1:40	Student called to Assembly by Sections of the building	
1:37 - 2:10	Assembly	
2:10 - 2:17	Dismissal back to 10th Students Leave	

**Calendar of Events
2008 - 2009**

8/21/08	MHS Freshman Orientation – First Day of School freshmen only
8/22/08	First Day of School – MHS Grades 10-12
9/1/08	Labor Day (No School)
9/11/08	Open House
9/15/08	School Picture Day (Grades 9-11)
9/17/08	Early Release
10/11/08	Homecoming Dance (8 – 11:30 p.m.)
10/24/08	End of 1st nine weeks
10/30/08	Early Release
11/3&4/08	Parent/Teacher Conferences (No School)
11/25/08	Early Release
11/26-28	Thanksgiving Recess (No School)
12/2/08-1/2/09	Winter Recess (No School)
1/8/09	Financial Aid Night (7 to 9 p.m.)
1/13, 14, 15	Semester Finals
1/15/09	End of 2nd nine weeks/1st Semester
1/16/09	Teacher Report Day (No School)
1/19/09	Martin Luther King Day (No School)
2/7/09	Sweetheart's Dance
2/16/09	Presidents' Day (No School)
2/13/09	Teacher In-Service (No School)
3/10/09	Early Release
3/16-20	Ohio Graduation Tests
3/20/09	End of 3rd nine weeks
4/1/09	Early Release
4/6-13	Spring Recess (No School)
5/4-15	AP Testing
5/14/09	Early Release
5/16/09	Prom
5/25/09	Memorial Day (No School)
5/31/09	Graduation
6/1-3	Final Exams
6/3/09	Last Day of School/End of 4th nine weeks/2nd Semester/Early Release

ACADEMIC POLICIES AT MEDINA HIGH SCHOOL

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

BUILDING WIDE GRADING SCALE

Rounding up is permitted at .5 or above

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

GRADUATION REQUIREMENTS

The Graduation Fast Facts page shows the requirements for graduation. Any student who has not met graduation requirements by September 15 of their year of graduation will be required to meet the standards of the next graduating class. Be aware that the State of Ohio Department of Education may change graduation requirements from year to year.

GRADUATION FAST FACTS

<u>MHS</u>		<u>MCCC</u>
4	English	4
3	Math	3
3	Science	3
	Social Studies	
1	U.S. History	½
½	Civics	---
½	Economics	---
---	Government	½
1	S.S. Elective	2
½	Health	½
½	Physical Ed.	½
<u>7</u>	<u>Electives</u>	<u>7</u>
	TOTAL REQUIRED	
21	FOR GRADUATION	21
10 th Grade Ohio Graduation Test: Writing, Reading, Math, Citizenship, and Science		

EXAMS

Semester examinations shall be administered in all courses at the end of the first and second semesters. Semester exams may be administered using a modified schedule. If students remain on campus during these non-exam periods, they must be in assigned study hall areas. **Seniors are required to take final exams second semester. Exception: Seniors who take AP College Boards as part of MHS.** Any student who will be absent during exam week due to vacations/planned absence are required to take exams upon their return. Students will not be permitted to take exams early.

**** Students who fail to attend a semester exam will receive NO credit for the semester in that course. ****

GRADE POINT AVERAGES

The following table shall be used when calculating grade point averages.

Course Grades	Regular Course Equivalent	Honor/Advanced Weighted Course Equivalent	AP Weighted Course Equivalent
A+	2.165	2.415	2.665
A	2.0	2.25	2.5
A-	1.83	2.08	2.33
B+	1.665	1.915	2.165
B	1.5	1.75	2.0
B-	1.33	1.58	1.83
C+	1.165	1.415	1.665
C	1.0	1.25	1.5
C-	0.83	1.08	1.33
D+	0.665	0.915	1.165
D	0.5	0.75	1.0
F	0	0	0

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

A student's quarter grade point average will be calculated by taking the quarter grade for each course attempted. The appropriate point values for each grade earned for all courses are totaled. This total is divided by the number of course credits attempted. The final

semester grades are used to calculate a student's accumulative GPA. The calculation process is the same using the final semester grades.

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

Honors/Advanced Courses		AP Courses
Spanish IV, and V		AP Biology
German IV, and V		AP Literature & Composition
French IV		AP Math I (AB)
Honors European History		AP Math II (BC)
Senior Art Portfolio		AP Latin IV Vergil
Honors Freshman Language Arts		AP Chemistry
Honors Sophomore Language Arts		AP Environmental Science
Honors Juniors Language Arts		AP Physics B Science
Honors Geometry		AP Microeconomics
Honors Algebra II		AP Political Science
Honors Pre-Calculus		AP Psychology
Honors Chemistry		AP French V
Honors Biology		AP American History
Concert Choir	Sr. Only	
Symphonic Band	Sr. Only	
Symphonic Orchestra	Sr. Only	

CREDIT POLICY

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

IRREGULARLY EARNED CREDIT

Special circumstances sometimes warrant permitting the student to earn credit toward graduation in ways other than the standard

program. In all of the following circumstances, students are to speak to their guidance counselors before scheduling a course. No weighted grades will be issued for these courses.

Summer School

The following regulations are in effect:

The maximum summer school load permitted is two subjects totaling one unit of credit.

A student may submit no more than four (4) units of credit for summer school work toward his total graduation requirement.

A student, who takes a summer school course, other than at Medina High School, assumes the responsibility of making certain that the counselor receives official notice of the course, grade, and credit.

Occasionally some courses are offered for original credit during summer school session. The courses, if taken under the conditions outlined previously, may be submitted as units of credit toward graduation. It is good to remember, however, there can be no guarantee from one summer to the next that any specific course or courses will be available. Actual provision of a course depends on sufficient student interest and enrollment to make it financially feasible. There must be a minimum of 15 students enrolled in a class before it will be scheduled as part of the summer school program.

Earning Credit by Correspondence

No more than 6 units of credit by correspondence may be applied toward a diploma at Medina High school unless approved through the Office of Students Services. Credit for correspondence courses is available for: a) courses that are not offered at MHS; b) courses that have been attempted by a student at MHS, but were failed; c) approval through the Office of Students Services. All correspondence courses will be posted toward graduation. MHS will transfer these courses using a letter grade if the student has completed the work under the guidance of a faculty member and the approval of the principal. Otherwise, correspondence courses will be transferred to MHS as Pass/Fail credit. Pass credits are not calculated in the GPA.

Earning Credit by Home Instruction

Home instruction is under the supervision of the Office of Student Services.

Earning Credit through Volunteering/Service Learning

Service Learning Credit is available for students who want a volunteer opportunity. Consult this Registration Guide for a detailed explanation.

Earning Credit through Work

Work Credit is available for students who qualify. An application is required. Consult the Registration Guide for a detailed explanation.

Home Schooled Credit

Home schooled credit may be transferred to Medina High through the Office of Student Services. Home schooled credits are posted toward graduation but do not count toward class rank.

HONOR ROLL/MERIT ROLL

Honor and Merit Roll shall be based on all subjects in which a student is enrolled and grades will be weighted accordingly. In determining Honor Roll, any grade below a B- (including Honors and AP) disqualifies a student from this honor. In determining Merit Roll, a minimum average of 9 points and any grade below a C- (including Honors and AP) disqualifies a student from this honor.

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

Honor Roll	3.667 G.P.A. or above
Merit Roll	3.000 G.P.A. or above

Incompletes eliminate students from consideration for Honor and Merit Roll.

CLASS RANK

The objectives of the weighted class rank system for Medina High School are as follows:

- Develop a system that supports our Continuous Improvement Program and high student achievement.
- Develop a system that supports “Quality” over “Quantity” (Quality = encourages students to take higher level courses)
- Develop a system that is easily understood and efficient
- Develop a system that is fair and equitable

A student is ranked numerically within his/her graduation class based upon his/her accumulative grade point average. The accumulative GPA is based upon semester grades. All members of a

graduation class are ranked numerically based upon this accumulative GPA. Ranking is done twice each year, after each semester.

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

I. No more than 6 units of credit by correspondence may be applied toward a diploma at Medina High School unless approved through the Office of Student Services. Credit for correspondence courses is available for: a) courses that are not offered at MHS; b) courses that have been attempted by a student at MHS, but were failed; c) approval through the Office of Student Services. All correspondence courses will be posted toward graduation. MHS will transfer these courses using a letter grade if the student has completed the work under the guidance of a faculty member and the approval of the principal. Otherwise, correspondence courses will be transferred to MHS as Pass/Fail credit. Pass credits are not calculated into the GPA.

II. Home schooled credit may be transferred to MHS through the Office of Student Services. All home schooled credit will be transferred to Medina High School as Pass/Fail credit. Home schooled credits will be posted toward graduation but will not be calculated into GPA or class rank.

III. All irregularly earned credit will be transferred to MHS as regular course credits. This will include all Post Secondary credits and all summer school credits.

IV. Students who transfer into Medina High School with existing credits will have the same credit, GPA, and class rank standards as current Medina High School students. Transferred credits will be adjusted to the guidelines stated above.

V. Class rank will be determined at the end of each semester for each graduating class beginning in the 9th grade year.

VI. Final class rank standings will be calculated at the completion of the 8th semester.

VII. After 7 semesters, the top 35 seniors will be determined by numerical GPA. After 8 semesters the top 10 seniors will be determined by numerical GPA. All will be honored at commencement. A student must be enrolled at Medina High School and have received grades from Medina High School during semesters 5 and 6 to be included in the top 35 and/or the top 10.

VIII. Seniors who receive the state awarded Honors Diploma will also be distinguished at commencement with a gold tassel.

CLASS STANDING GRADE PLACEMENT STANDARDS

Tenth Grade A student will be advanced to the sophomore class--first semester, 10th grade--when he/she has earned a minimum of five (5) units in the 9th grade.

Eleventh Grade A student will be advanced to the junior class--first semester, 11th grade--when he/she has earned a minimum of ten (10) units.

Twelfth Grade A student will be advanced to the senior class--first semester, 12th grade--when he/she has earned a minimum of fifteen (15) units.

No student will be placed in the senior class--first semester, 12th grade--unless he/she has 15 units of credit at the start of the first semester; these students will not be ranked until they have earned 15 credits.

SCHEDULE CHANGES/DROPPING COURSES

- Due to the careful guidance each student receives, very few schedule changes will be honored. Schedule changes of convenience cannot be accommodated. Students must have a minimum of six (6) courses each semester.
- In general, schedule changes will be limited to Post-Secondary Enrollment schedule needs, academically misplaced students, and conflicts that occur in the master schedule.
- All schedule changes are subject to final review and approval by the administration.
- A student in any honors or AP course who does not maintain at least a "C" average may be removed from the honors section and placed in a regular section of the same course, with the exception of 9th grade Honors Biology students who will be moved to Physical Earth Science. In moving from an honors or AP course to a regular course during mid-semester, no weighted grades will be transferred.

- Student-initiated schedule changes occurring after April 18, 2008 may result in a Withdrawn Failure (WF) for the remainder of the course. This policy includes second semester courses.

PARTICIPATION IN COMMENCEMENT EXERCISES AND OTHER SENIOR ACTIVITIES

(as they pertain to academics)

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

- Students must have earned a full twenty-one units and have passed successfully all the required courses for graduation.
- Students must have satisfied all time and financial obligations they may owe the school.
- Students must have passed all sections of the Ohio Graduation test.

JANUARY GRADUATION / EARLY COMPLETION

A student initiated request for January completion of high school must make application through his/her guidance counselor by April 18th of the junior year. A student desiring early completion is responsible for scheduling a minimum of 6 classes including the required courses for the first semester of his senior year. Early graduates are expected to finish the semester and take examinations. Any student not completing graduation requirements at the end of the first semester must attend as a full-time student the second semester (scheduled six classes). All diplomas will be issued in June. These students may receive their diplomas at the June commencement ceremony.

NATIONAL HONOR SOCIETY

National Honor Society is an organization of students chosen by the faculty on the basis of outstanding scholarship, leadership, character, and service. Eligibility is determined by attaining at least a 3.5 cumulative grade point average* at the end of the first semester of the student's junior or senior year. Students who meet the above requirement and indicate a desire to be considered for membership will then be rated by members of the faculty in areas of leadership, character, and service. A faculty committee will make final selection. It should be noted that membership in National Honor Society is an honor conferred by the faculty, and meeting the eligibility requirements only guarantees consideration, not induction into the Society. Contact person is Jenny Young.

National Honor Society Selection Process

1. Juniors and Seniors are eligible for consideration if they meet the scholastic requirement of a 3.5 cumulative GPA, and are enrolled at least part time in Medina High School.
2. Activity sheets are given to eligible students by the NHS advisors. Candidates will be given a minimum of six days, including a weekend, to complete the form and return it to the advisors. Failure to return the Activity Sheet on time may eliminate the student from consideration.
3. Rating sheets are given to faculty members for their recommendations in the areas of character, leadership and service. Students' names are listed alphabetically, by grade. To encourage consistency, explanations of the ratings accompany the rating sheets. Teachers will be given a minimum of six days, including a weekend, to complete the forms.
4. The advisors tabulate the results of the teachers' ratings by adding the total scores and dividing by the number of times the student was rated. The student's grade point average will be used as the scholastic component in computing totals.
5. A numerical list is compiled for review by the Faculty Council whose responsibility it is to make the final selection. The Council looks for a clear break between "superior" and "good" ratings, and it also seeks to identify any breakdown in the system before making its final selection. The committee discusses each student's qualifications and reviews his/her

activity sheet. According the National Association, the decision of the Faculty Council is final.

6. There are no set quotas or percentages of the number of students who can be included in any one year.
7. Selection is based on the evaluation of all four cornerstones of NHS (character, service, scholarship, leadership). No student is guaranteed selection into the National Honor Society.
8. Letters of acceptance and regret are mailed home (generally during Spring Break).
9. Membership in National Honor Society is a privilege and not a right, and as such, no due process is required for an appeal. However, should a non-selected student desire to question the Faculty Council's decision, the following steps should be followed:
 - First consult with the chapter advisor(s), who can best clarify the selection process or the decisions that were made regarding that individual.
 - If the response from the advisor(s) is insufficient or unsatisfactory, the concern should be taken to the building principal, or other administrator assigned to respond to Honor Society inquiries.
10. It should be noted that confidentiality is important for the student and faculty alike, so no individual ratings will be revealed at any time.
11. Inquiries regarding non-selection must be made by the last Monday in April, the day of the induction ceremony, as all records and papers used in selection will be destroyed following that date.

ATHLETICS/EXTRA AND CO-CURRICULAR ACTIVITIES

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

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

PHILOSOPHY OF WINNING

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

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

The freshman team will allow each player an opportunity to play and demonstrate their skills.

The middle school programs emphasize learning and participation.

PHILOSOPHY OF SPORTSMANSHIP

Medina also believes in the values of sportsmanship and strives to promote it among the coaches, athletes, and spectators. Board Policy (434.3) As members of the Northeast Ohio Conference, we believe that we should conduct ourselves at all times in a way befitting true sportsmen, realizing that we must be governed by the ethics of honest rivalry and graceful acceptance of results. We urge all support-ers of our respective teams to enjoy the game as we do and to do it in a way that will bring credit to our schools, our teams, and our league. Let the players play, the coaches coach, and the officials officiate.

POLICIES AND PROCEDURES

Conflict with other School Activities

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

Conflict Resolution

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

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

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

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

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

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

Practice

Athletes are expected to attend practice. The athlete is excused from practice, if he/she is sick and not in school. If he/she cannot

make practice, then he/she must see the coach. There could be penalties for unexcused missed practices. An athlete must arrive by the end of 2nd period for HS and end of 4th for MS in order to practice or participate in a contest.

Risk

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

Hazing

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

Steroids

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

Talking to the Coach

There is no guarantee on any amount of playing time. As we move through each level of the program (seventh, eighth grade, freshman, JV, and varsity), there could be very limited time given. The coaches determine who plays and how long, based on ability, practice, rules, and desire. When there is a question about playing time, the athlete should first talk to the coach. It is important to reinforce with your son or daughter that his/her contribution to the team is just as important regardless of the amount of playing time. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position we are better able to accept the actions of the other and provide great benefit to our athletes. As parents, when your son and/or daughter become involved in our program, you have a right to understand what expectations are

placed on your son/daughter. This begins with clear communication from the coach. Talk to the coach first.

The Parent should:

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

The Coach should:

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

It is appropriate to discuss with your coach:

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

Coach's responsibility:

- playing time
- play calling
- team strategy

Please Do Not:

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

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

Student Leadership

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

- Immediate termination of all leadership positions and any awards related to these activities.

- If a second violation of the conduct code occurs while the student is in a leadership position, he/she will forfeit his/her privilege to run for any leadership position for the balance of the student's high school career.

Expectations and Reasonable Conduct

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

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

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

CODE OF CONDUCT

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

Philosophy

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

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

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

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

Eligibility

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

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

- activity because of citizenship, attitude or academic work, the student may be denied this privilege.
- d. Coaches/advisors, with the approval of the athletic director or principal, may place other restrictions on a student who has been determined to be ineligible.

GENERAL REGULATIONS

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

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

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

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

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

All students will travel to and from school events with their respective team or group. Should unusual circumstances arise, the coach/advisor may permit, with administrative approval, an alternative mode of transportation for individual students. A parent transportation request can be obtained at the AD office or from the coach/advisor. Approval will only be considered when the

transporting member is the parent or guardian. Approval will not be considered for friends or other family members.

ACADEMIC ELIGIBILITY

Medina follows the rules of the Ohio High School Athletic Association (OHSAA). The bylaw states that a high school athlete must pass in the previous grading period five major classes to be eligible during the next grading period. Middle school athletes must pass 75% of the previous quarter's classes. Classes where credit has already been granted or courses taken during summer school do not count. Please note that a major class carries at least .50 credit for the semester. Physical education does not count as a major class. Also, semester grades do not count toward eligibility.

For incoming 9th grade athletes the OHSAA mandates that the student pass 75% of course work during the 4th grading period. In addition to the above, a student must earn a GPA of 2.0 in the previous grading period to be eligible. Students who earn below a 2.0, but above a 1.0 will be placed on academic probation. During the probation period the athletic director will rule on continued eligibility.

Summer School Credit

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

Repeated Courses

Students who are repeating a course - for which credit has already been earned - may not count that course toward eligibility.

Continuing/Repeater Courses

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

EJECTION FROM A CONTEST

The OHSAA has adopted (summer 1994) a policy to address athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul. It stipulates that any athlete who is ejected from a contest will be denied participation for the next two (2) contests in all sports but football (one in football).

An athlete under suspension may not sit on the team bench, enter the locker room or be affiliated with the team before, during, or after the contests. If the occurrence is in the last game of the season, the penalty does carry over to the next sports season in which the athlete participates. An athlete who is ejected a second time shall be suspended for the remainder of the season in that sport.

SCOPE OF THE CODE OF CONDUCT

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

MAJOR MISCONDUCT POLICY

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

2. Any violations of the stated policy during the season in which the student competes will result in the following:
 - a. Failure to abide by the MCS discipline policy, which results in an assignment to the Day Exclusion School, will result in the student not being permitted to practice or compete in any competition or public performances for the duration of the in-school detention period.
 - b. Failure to abide by the MCS discipline policy, which results in an out-of-school suspension, will result in the following:

First Offense

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

Second Offense

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

Third Offense

A student suspended out-of-school for the third time will be denied participation indefinitely.

ISE (In-School Suspension):

If a student is placed in ISE (in-school exclusion), the student is not permitted to practice or compete in any competition or public performances for the duration of the in-school exclusion period.

TOBACCO, ALCOHOL, AND OTHER DRUG, POLICY

Participation in activities is an important part of the overall educational process. However, a student has no absolute rights to participate in activities, as involvement is a privilege. Commitment to an activity entails additional time requirements and implies the

maintenance of top physical and mental condition. Students participating in any activity outside of school, or during school hours, are subject to the same discipline code as when school is in session. In addition to normal consequences as specified in the student handbook, students may receive additional consequences relating to their specific activity.

TOBACCO

Students shall not use or have in their possession tobacco in any form, as defined in the student handbook.

First Tobacco Offense

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

Second Tobacco Offense

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

Third Tobacco Offense

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

Fourth Tobacco Offense

A student found in violation will be denied participation indefinitely.

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

DRUG OR ALCOHOL POSSESSION AND/OR USE

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

First Drug or Alcohol Offense

A student found in violation for the first time will be denied participation for 50% of the contests/events/activities (season or tournaments), based on the number of regular season scheduled events. The student is required to attend the Insight Program and successfully complete the program. Failure to participate in or to not successfully complete the Insight Program will result in 100% denial of participation.

Second Drug or Alcohol Offense

A student found in violation for a second time will be denied participation for one calendar year from the date of the violation, if the violation has occurred in the same school year. In addition, the student will be required to have an assessment and complete the recommendations made by that assessment.

Third Drug or Alcohol Offense

A student found in violation for the third time will be denied participation as determined by the Code of Conduct Review Committee.

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

DRUG OR ALCOHOL SALE OR DISTRIBUTION

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

First Drug or Alcohol Sale or Distribution Offense

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

successfully complete the Insight Program will result in a denial of participation determined by the Code of Conduct Review Committee.

Second Drug or Alcohol Sale or Distribution Offense

A student found in violation the second time will be denied participation determined by the Code of Conduct Review Committee.

Third Drug or Alcohol Sale or Distribution Offense

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

DUE PROCESS PROCEDURES

All students will receive notice of the rules under which they are operating. The signed copy of the rules by the student and parent indicates that they have read, understand, and agree to comply with all rules. This signed copy is to be on file with the athletic director or appropriate administrator before the student may participate in any activity.

When it becomes necessary to deny a student participation in an activity, the student will be given written notice of the reason(s) for denial of participation and an opportunity to explain his/her actions in an informal hearing with the coach/advisor. The notice shall include the information on the right to appeal. Copies of the notice of denial of participation will be given to the athletic director and principals.

The student or parent has the right to appeal the decision of the coach or advisor to the Code of Conduct Review Committee within one (1) school day after receiving notice of the denial. Any appeal is to be in writing and submitted to the appropriate administrator. An appeal hearing will be scheduled within three (3) days of receiving notice of the appeal.

CODE OF CONDUCT REVIEW COMMITTEE

The Code of Conduct Review Committee shall consist of 3 – 7 members selected by the athletic director. The athletic director or designee shall serve as the chairperson. Additional members may be appointed by the principal. The purpose of this review committee is to review the specific case to see if due process was followed and recommend a course of action or proposed penalty, within the

guidelines of the code of conduct, for cases of multiple activities. The Review Committee is a body that only RECOMMENDS courses of action to the Athletic Director and the Principal. The final appeal can be made to the Principal.

ADDITIONAL RULES BY COACHES/ADVISORS

All head coaches or activity advisors may publish specific rules unique to their programs that are not covered in these general rules. This published set of training rules or organization rules must be filed with the athletic director. A copy of all rules in effect must be given to each student at the beginning of the program or season; the coach or advisor may ask the athletes and/or parents to sign the rules and the signed forms kept with the specific coach.

SELF-REFERRAL

If our goal as a school system is to work in conjunction with the athletes and his/her family, the following is a suggestion that might allow athlete/student or school personnel to work together in order to make the process of helping the student more effective. **If a student or his/her parents/guardian comes forward with a violation of the TAOD policy to an administrator and asks for assistance concerning a violation of the policy (prior to any school or law official verifying or witnessing a violation of the TAOD) then there will be a 10% penalty in denial of participation in the activity.** The self-referral, however, is still considered a violation for the purpose of accumulation of violations. If another violation occurs during the self-referral period, the student will automatically be required to serve out of the terms of the previous and current offenses consecutively.

Parents are encouraged to inform the school administration when they know that their son or daughter violated the TAOD provision of this policy. Any student when first questioned about a possible violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) admits to a violation of the policy then the student will follow the definition of the self-referral.

Any student who confides in a teacher, advisor, coach, clergy or any other adult about a violation, prior to verification or witnessing by any school or law official, of the TAOD (exception of distribution) and that

person informs an administrator then that student would follow the self-referral definition.

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

ATTENDANCE RESPONSIBILITIES

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

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

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

1. Personal illness (may require doctor's VERIFICATION).
2. Illness in the immediate family (requiring doctor's orders or parental need that the student remain at home).
3. Medical, Dental, or Legal appointments (may require formal verification).
4. Death of a relative.
5. Religious holidays. (A student may be excused for the purpose of observing a religious holiday, provided it is required by his religion. If observance of such holiday only requires attendance at a religious service, the student should attend such service before or after school, if possible.)

6. Other emergencies or circumstances that constitute good and sufficient cause as determined by a house principal or the attendance officer.

ATTENDANCE GUIDELINES

1. Excessive absence from school shall be a factor when assessing a student's semester or yearly performance for credit purposes.
2. Attendance in class: No credit will be given when a student exceeds the allotted number of days absent for that period of time. However, the student will have the right of appeal to an Attendance Committee that will take the individual case under consideration.
3. Maximum days a student is allowed to be absent from class:
 - a. Days per course:
 1. For a semester course: 7 days
 2. For a year course: 14 days (7 days per semester)
4. Absences: What constitutes an absence?
 - a. Absences may include the reasons cited earlier.
 - b. Students must be in class more than half a period or they will be considered absent for the period. The teacher will keep the official record in the classroom.
 - c. Planned absences are considered absent days when determining the total number of days absent from class for any period of time.
 - d. Late arrivals (to school) and permitted leaves are considered absent periods/days when determining the total number of periods/days absent from class. (Students will not be given permission to leave during the school day without parents' or guardians' consent.)

NOTE: School-related activities or functions are not counted as an absence from class. For example: Calls from the office; assemblies; field trips; sporting events; etc. that are scheduled during school hours.

5. Notifications of attendance problems:
 - a. Parents and students will be notified of attendance problems prior to loss of credit.
 - b. Means of notification:
 1. Attendance concerns may be noted on mid-period reports by teachers
 2. Days absent will be noted on 9-week grade card.

3. An Attendance Warning Letter will be sent home by the attendance officer when a student has reached five periods/days of the allowable absences.
4. Other informal means (e.g. phone calls to parents) may be used as the need arises.
6. Notification of loss of credit:
 - a. Once a student has accumulated the number of absences to deny him/her credit a letter will be sent home by mail regarding the student's loss of credit and right to appeal.
7. **Attendance Appeal Process:**
 - a. Parent Responsibility: All appeals must be heard by the attendance officer. The student and a parent or guardian must be present at the appeal. ***It is expected that parents/student bring as much documentation as possible to present during appeals.***
 - b. It will then be determined whether to grant credit, deny credit, or in some circumstances postpone credit. All determinations will be based on documentation from health professionals, etc. If credit is postponed, students will be required to meet strict attendance guidelines for the next semester, and may be asked to reappear with parents at the end of the following semester for a final determination.
 - c. Seniors and students who have been denied credit in semester classes may appeal at the end of the semester.
 - d. Appeal notification: The Attendance Officer will provide written notification to the parent or guardian regarding the appeal decision.
8. Attendance Failures
 - a. Students who will not receive credit for a first semester class due to the attendance policy will remain in the class second semester.
 - b. If a student fails a semester course, placement next semester will be dependent upon space availability. Students may find it necessary to take correspondence courses or summer school.
9. Permitted Leave Requests
 - a. **Before 7:25 a.m.**, or after 1st period, students needing to leave school before the end of the day should bring to the attendance office, a written note from his/her parents requesting the dismissal. Please include the complete name of student, ID#, reason, and time leaving school. The name will appear on the attendance list along with the time the

student is expected to be dismissed. The pass received in the attendance office will allow the student to go to his/her locker and leave the school grounds. If the student returns to school later that day he/she must check into the attendance office. Failure to check into the office may result in disciplinary action.

- b. **Permitted Leaves will count toward a class absence.**
 - c. At 7:25 a.m. the attendance office personnel will return students to class to ensure accurate attendance taking first period. Students may return between classes, or during study hall. Students are not to leave an academic class without permission to come to the attendance office for any reason.
10. Seniors and CBI students
- a. Any student found on school property with early dismissal privileges and not assigned to a teacher/coach may have his/her early release privileges revoked. Students are not allowed to return to school property until 2:22 p.m.
11. **Early Bird Policy:**
- a. Any student that misses an Early Bird class without a legitimate excuse, (As defined in our attendance policy), but is present for all other classes, will be marked as having cut the class and will be subject to discipline in accordance with our Student Code of Conduct.
 - b. Any student that is tardy to Early Bird class will be subject to discipline in accordance with our Student Code of Conduct.
 - c. Any student that misses 8 classes in a semester will be considered to have lost credit and may have to appeal for his/her class credit regardless of grade earned.

ABSENCES – EXCESSIVE

There is a positive correlation between a child's attendance and achievement. Class attendance is important because it is not possible to make up totally that which is missed. Each classroom experience is an important part of the child's education.

The primary responsibility for school attendance is placed with the parents. The parent is responsible for permitting only those absences that can be excused under the recommendations of the State Department of Education and the regulations of Medina High School.

A student who misses more than seven (7) meetings of any class per semester for any reason, excused or unexcused, will be

considered not to have earned credit for that class. *See Loss of Credit appeals process.

The only exceptions to this rule are:

1. Hospitalization for an extended period of time.
2. Epidemic - quarantine called for by a physician.
3. School-sponsored activities and trips.
4. Any situation or emergency as declared by the school administration.

Further student absences without proper documentation may result in future absences being marked unexcused.

ABSENCE REPORTING

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

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

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

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

After being absent for part of a school day or if a student arrives after 7:40 A.M., he/she must report to the Attendance Office **before** reporting to class to sign in on the attendance sheet. Students not providing a note or having a call to **verify an absence within two (2) school days** will have the absence deemed unexcused and no credit would be issued for work missed.

TARDINESS TO CLASS/SCHOOL

A tardy is defined as arrival to school or class after the tardy bell has rung. It is strongly suggested that a student be in his/her seat prior to bell sounding to avoid any misunderstandings. If a student arrives late but before 7:40 A.M., he/she is to report directly to class. Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided. If a student is tardy, he/she should report immediately to his/her assigned class where the teacher will record the tardy and respond appropriately to the violation. Any classroom tardy beyond ten (10) minutes will be considered a "class cut." Each classroom teacher will note any tardiness on the daily attendance slip that is submitted to the attendance office at the end of the day.

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

4 tardies	One (1) ASD and parent notification
8 tardies	Two (2) ASD's and parent notification
12 tardies	Two (2) days of In-School Exclusion
16 tardies	Three (3) days of In-School Exclusion

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

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

ILLNESS DURING THE SCHOOL DAY

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

LEAVING THE SCHOOL

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

TRUANCY

Ohio Revised Code

Habitually truant is defined as a school-aged child who is absent from school without legitimate excuse for five or more consecutive days, seven or more days in a school month, or 12 or more school days in a school year. "School month" defined as four weeks.

Chronic truant is defined as a school-aged child who is absent from school without legitimate excuse for seven or more consecutive days, ten or more school days in a month, or 15 school days in one year.

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

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

PLANNED ABSENCE

Students who anticipate being out of school two or more days because of a family emergency, family trip or vacation, or college visitations *must notify the attendance prior to any scheduled absence*. Care should be given when planning a vacation during the school year because a student's grades/credit may be adversely affected. **This** absence is also counted as one of the seven (7) days absent and is counted against the total number of days that a student can be absent to receive credit in a class.

The following criteria apply to all requests for Planned Absences:

1. Planned absences are not to be requested during those days established for semester or final examinations.

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

VACATIONS

While we always encourage activities that give families time together, we do want to stress the importance of school attendance for students. We ask that family vacations be planned for days when school is not in session. *Parents/Guardians are responsible for notifying the Attendance Office prior to any vacations. All vacation days will be counted toward the student's seven-day limit.* Students are to make arrangements with the classroom teacher for all makeup work necessary to receive academic credit for the time they were on vacation. Students are not permitted to take exams prior to scheduled times. Makeup tests may be given within a week after the student's return.

COLLEGE VISITATIONS

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

DRESS CODE

DRESS CODE. Medina High School believes that pride in one's self and school is often reflected in the way students dress. In order for a student to look his/her best, he/she should be knowledgeable about health, grooming, and choice of clothing. Poise and confidence are derived from an individual looking his/her best. It should also be

noted that you would behave as you dress. We, as administrators, teachers, parents, students, and community, have the right to expect a higher standard of dress in the school atmosphere than if you were going to a park or picnic. All of us want the Medina City Schools to be thought of as the best in the area and the only impression many observers have of us is our personal behavior and appearance.

While the major responsibility for good grooming rests in the home with the student and parents, the school has certain concerns based on consideration of health, safety, and the maintenance of the school atmosphere that promotes study and learning. Reasonable conformity to current fashions in student dress is to be expected and is appropriate; however, when student appearance becomes extreme and, in the considered opinion of the school administration, violates health or safety regulations, is not in keeping with appropriate dress for school, or violates commonly accepted standards of modesty; such appearance is not acceptable.

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

1. Any apparel showing suggestive or profane pictures or wording; showing alcohol, tobacco, or drug-related sayings or pictures; promoting sex, violence or self-destructive behavior; or any item that defames the nation, state, community or an individual will not be permitted.
2. Tight-fitting or excessively short shorts, skirts, or slacks such as spandex, etc., are not permitted at anytime. **All shorts/skirts must be at least fingertip in length with arms at sides, at any time.**
3. Clothing should be so constructed and worn in a manner that is not unduly revealing. Tops that may **NOT** be worn are tank tops, muscle shirts, tube tops, halter tops, backless shirts, tops with spaghetti straps, sheer or fishnet shirts, fishnet stockings, and cut-offs or other tops which show midriff. **All shirts must have a sleeve.** Navels, cleavage, hipbones, or underclothing should never be visible.
4. Clothing with group markings or clothing associated with a non-school group or gang will not be permitted; e.g. shirts, sweats, drooping/sagging pants or shorts, or coats of the same color or marking.

5. Chains, spiked collars, spiked belts, or spiked wrist wear may not be worn on school property at any time. Items will be confiscated.
6. Hairstyles: In the instances where long hair and/or hair which are not clean can be hazardous to the wearer, or to the health and comfort of other persons in the vicinity, an administrator may direct that steps be taken to correct the hazardous or offensive condition. Such conditions may exist where lack of proper hygiene results in the spread of germs or offensive odors, or where certain types of machinery or some activities are involved.
7. Proper footwear must be worn at all times in the school buildings. High heels are not recommended.
8. Sunglasses are not to be worn in the building.
9. Hats, headbands, bandanas are not to be worn in the building and are to be kept in assigned lockers. **Students who choose to wear hooded sweatshirts are not permitted to wear the hoods on their heads.** All hair bands worn by students must be approximately two inches in-width must be worn off the forehead and must be holding back hair. Students who violate this rule will be subject to immediate disciplinary actions. **NO WARNINGS WILL BE GIVEN.**
10. Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator or designee.
11. No undergarments showing (male or female) whether standing or sitting.
12. Coats/Jackets are not to be worn during school hours. (Warm up apparel is appropriate)

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

In the event inappropriate clothing is worn or displayed, it is the responsibility of the student to make arrangements to immediately remedy the situation. Students will be retained in the office until appropriate clothing is obtained and will not be permitted to leave the school to obtain this clothing. Any class time missed will be made up after school or in ASD. Continuous violations of this dress code could result in further disciplinary action.

GUIDANCE SERVICES & ACADEMIC ADVISING INFORMATION
--

GUIDANCE SERVICES

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

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

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

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

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

IMPORTANT TESTING DATES

*Although every attempt has been made to provide accurate information, please consult registration materials from ACT and SAT as your primary source of information. Any questions see guidance counselor Mr. Dan Halcik.

	<u>PLAN</u>	<u>PSAT/NMSQT</u>
Test Date:	Sept. 27, 2008	Oct. 18, 2008
Test Time:	8:00 am – 11:15 am	8:00 am – 11:15 am
Test Place:	Medina High School	Medina High School
Registration		

deadline:	Sept. 19, 2008	Oct. 10, 2008
Late Registration:	Sept. 23, 2008	Oct. 14, 2007

ACT

Test Date	Regular Registration Postmark deadline	Late Registration Postmark deadline
Sept. 13, 2008	Aug. 12, 2008	Aug. 13-22, 2008
Oct. 25, 2008	Sept. 19, 2008	Sept. 20-Oct. 3, 2008
Dec. 13, 2008	Nov. 7, 2008	Nov. 8-20, 2008
Feb. 7, 2009	Jan. 6, 2009	Jan. 7-16, 2009
Apr. 4, 2009	Feb. 27, 2009	Feb. 28-Mar. 13, 2009
June 13, 2009	May 8, 2009	May 9-22, 2009

***The ACT will be administered at Medina High School
on all dates***

SAT I

Test dates, registration timelines were not available at the time the agenda book was created, please refer all questions to the appropriate High School Counselor. We apologize for any inconvenience.

ADVANCED PLACEMENT TESTING

MAY 4 – 15

<u>WEEK 1:</u>	<u>Morning</u> 8:00 a.m.	<u>Afternoon</u> 12:00 p.m.
May 4	Govt. & Politics (U.S.)	Govt. & Politics (Comparative) French Language
May 5	Computer Sci. A Computer Sci AB Spanish Language	Statistics
May 6	Calculus AB Calculus BC	Chinese Lang. and Culture
May 7	English Lit. German Lang.	French Lit. Japanese Lang. and Culture

May 8	U. S. History	European History	Studio Art (portfolios due)
-------	---------------	------------------	-----------------------------

<u>WEEK 2:</u>	<u>Morning</u> 8:00 a.m.	<u>Afternoon</u> 12:00 p.m.	<u>Afternoon</u> 2:00 p.m.
-----------------------	---	--	---

May 11	Biology Music Theory	Physics B Physics C	Physics C: Electricity and Magnetism
May 12	Chemistry Env. Science	Psychology	
May 13	English Lang. Italian Lang. and Culture	Art History	
May 14	Macro Econ. World History	Micro Econ.	
May 15	Spanish Lit Human Geog.	Latin Lit Latin: Vergil	

OHIO GRADUATION TEST REQUIREMENTS

All current students will need to pass the OGT to meet graduation requirements.

Testing Dates for the 2008 – 2009 School Year

Ohio Graduation Test: October 27 – November 9, 2008
(Juniors and Seniors)
March 16 - 29, 2009
June 15 - 28, 2009

HOMEWORK REQUESTS

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

POST-SECONDARY ENROLLMENT OPTIONS

The Post-Secondary Enrollment Options Program was established by the State Department of Education to permit high school students in grades nine through twelve to earn college and/or high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for qualified high school students to experience course work at the college or university level.

Students pursuing post-secondary option must work cooperatively with Medina's guidance counselors and the college of their choice. Admissions requirements and registration deadlines differ greatly from college to college. College credits will proportionately be converted to regular Carnegie units.

Questions regarding G.P.A., class rank, student activities, daily schedules, etc. should be directed to the guidance counselors.

PROGRESS REPORTS

Student progress is made available at all times by accessing Parent Assist (PAM). Those families who do not have internet access may receive a progress report through regular mail, by contacting the main office at 330-636-3327.

GIFTED IDENTIFICATION

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

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

- A. Superior Cognitive Ability
- B. Specific Academic Ability
- C. Creative Thinking Ability
- D. Visual or Performing Arts Ability

Parents may request a Gifted Education packet available at each building and at the Department of Instruction, Gifted Education Office, 120 West Washington Street. These packets contain detailed information about gifted identification and services in Medina City Schools.

WITHDRAWAL FROM SCHOOL

Parents/ Guardians must contact the appropriate House office to start the withdrawal process. Any student who is going to move outside the

Medina City School District should report to his/her house office approximately one week before leaving. All necessary details will be explained to the parent/guardian at that time. All books must be turned in and fees and/or fines must be paid or your transcript will not be sent to your new school.

WORK PERMITS

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

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

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

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

CHEMICAL DEPENDENCY PROGRAMS

Medina Senior High School views alcohol or other drug use as harmful and detrimental to students and recognizes chemical dependency as

a treatable disease. To assist students with concerns regarding chemical abuse, the high school offers the following groups:

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

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

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

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

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

STUDENT DISCIPLINE

AFTER HOURS

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

CLASS/HALLWAY RULES

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

1. Go directly from one class to the next or to the area in which your next scheduled activity is held.
2. Do not gather in groups so that passage through the halls is made difficult. There will be no running in the halls.
3. Any item that disrupts or interferes with the educational process as viewed by the Principal or designee may be removed from the student's possession.
4. Students are expected to attend classes with textbooks and supplies for the appropriate class.
5. **Do not loiter.** All students are expected to clear the hallways before the tardy bell rings.

6. Upon entering classes, take your assigned seat quickly and quietly.
7. Dismissal from class is by teacher, not by the bells. Assist the teacher in cleaning up so the dismissal is not delayed.
8. Food may not be brought into class without administrative approval.

BOARD POLICY 5600 – STUDENT DISCIPLINE

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

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

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

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

The Board will not tolerate any form of violence, disruptive or inappropriate behavior, nor excessive truancy which it defines as more than seven (7) days of unexcused absence. In addition to disciplinary action specified in the parent/student handbooks, the Superintendent shall develop strategies that will help prevent students from demonstrating any of these unacceptable behaviors.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purpose of this policy and are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning, do not

discriminate among students, do not demean students, and do not violate individual rights constitutionally guaranteed to students.

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

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

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

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

STUDENT CONDUCT CODE

General Statement:

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

COURT DECISIONS HAVE CLEARLY STATED THAT "STUDENTS ARE CONSIDERED TO BE UNDER THE JURISDICTION OF THE SCHOOL WHILE ON SCHOOL PROPERTY, ON BUSES, OR AT

ANY SCHOOL-SPONSORED ACTIVITIES, AWAY SPORTING EVENTS, CONTESTS, TRIPS, ETC."

CODE OF CONDUCT CONSEQUENCES DEFINED

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

- A. TEACHER DETENTIONS:** Teacher detentions will be served with the teacher who issued the detention. Teacher detentions can last up to one hour and will be worked out between the teacher, student, and parent. They can be served before or after school. After informing the student of the detention, the teacher will notify the parent so transportation can be worked out. Teachers may do this so the student completes unfinished homework or assignments as well as for disciplinary reasons by an Administrator. If detentions are not served an ASD will be assigned.
- B. EXCLUSION** - Denial of the right to participate.
- C. CONFISCATION** - Surrendering of items/objects that are illegal, inappropriate, or disruptive/distractive to the education process. All items will be kept by the administration until a parent/guardian makes an appointment to pick them up. Illegal items will be turned over to the proper authorities.
- D. EMERGENCY REMOVAL** - There are occasions when a student's behavior poses a threat to the safety of themselves or others, or may result in physical damage to property. When these instances occur, it is reasonable and prudent for school officials to conduct an emergency removal of that child from the school premises, pending disciplinary action.
- E. ASD - AFTER SCHOOL DISCIPLINE** (1 hour, 30 minutes) given in place of suspension from school. They are normally given for offenses more serious than 25-minute detentions. (See Section I – Code of Conduct) ASDs can only be served Monday through Friday after school from 2:30 to 4:00 p.m. in a designated room. A student who has been issued an ASD has the dates as specified by the student's principal or attendance officer, in which to serve. Parents/guardians are notified by mail and in many cases one of the principals will call home and talk to one of the parents.

Students are required to bring materials necessary to complete assignments and/or appropriate reading materials. They are to

plan in advance the best way to utilize the 1 hour 30 minute time period to be served. Failure to serve ASDs on or before the assigned will result in additional discipline.

F. IN-SCHOOL EXCLUSION (ISE):

Means the student will be assigned to the In-School Exclusion room from 7:30 a.m. until 2:22 p.m. each day of the assignment. The student is considered "in attendance" for attendance purposes. The student will make up any work missed in the regular classroom while in the In-School Exclusion room. Students assigned to In-School Exclusion may **NOT participate in any co-curricular practices or events** on any day they are placed in this room. Early Bird students must serve ISE until 2:22 p.m.

G. SUSPENSION: "Suspension" means the student may not come to school, attend classes, or any school events. The student is **NOT permitted to make-up any missed assignments or tests.** Students coming onto school property while they are under "suspension" will be charged by police for trespassing. The suspension begins on the date designated by the administrator and ends the morning of the student's return. Students remain suspended throughout the appeals process.

H. REFERRAL TO SCHOOL RESOURCE OFFICER: The police will work closely with the student and the court system to attempt to modify a student's negative behavior.

I. COURT CHARGES: Court charges are generally filed against students who continue to be truant from school or who behave in an unruly manner. "Unruly," for school purposes, means the student does not subject himself to the reasonable control of his teachers or the school administration.

J. EXPULSION: Expulsion from school is only used as a last resort against a student who habitually breaks school rules. Expulsion can occur on a student's first offense, if it is of a very serious nature. It is not possible to list every reason why a student could be expelled. Each case will be handled on an individual basis and may have any number of extenuating circumstances. The expulsion itself can last up ONE school year and may be carried into the next school year if deemed appropriate by the Superintendent of Schools. This means that the student does not attend school, and is not allowed the opportunity to do any make-up work or attend any school functions. He/she also receives no credit for the semesters for which he/she is expelled. Examples - striking a teacher, setting a fire, bringing a weapon to school,

involvement in the sale or distribution of drugs, pulling a fire alarm, etc.

SUSPENSION / EXPULSION PROCEDURES

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

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

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

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

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

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

one or more of the following crimes while on the property of any Ohio School:

1. Any possession or involvement with a deadly weapon
2. Drug trafficking
3. Murder, manslaughter, assault or aggravated assault
4. Certain sexual offenses
5. Complicity in any of the above crimes

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

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

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

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

PROGRESSIVE DISCIPLINE
MEDINA HIGH SCHOOL CODE OF CONDUCT

First Offense	2 Days In-School Exclusion
Second Offense	3 Day In-School Exclusion
Third Offense	3 Day Out-of -School Suspension (OSS)
Fourth Offense	5 Day Out-of-School Suspension (OSS)
Fifth Offense	10 Day Out-of-School Suspension (OSS) and Recommendation for Expulsion

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

SECTION I – MINOR VIOLATIONS

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

RULE 1- HONOR VIOLATION

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

RULE 2 - BUS MISCONDUCT

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

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

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

RULE 4- DRIVING/PARKING

Any student driving to school must keep his/her vehicle under control at all times, follow established safety procedures, and comply with school parking regulations. Failure to follow these guidelines may result in the student's driving privileges being withdrawn. While parked on school property, student vehicles are subject to routine patrols and exterior inspections which may be conducted without notice, without the student's consent, and without a search warrant. The inside of student vehicles may also be searched when school

officials have reasonable suspicion to believe that illegal or unauthorized materials are contained therein. *Students who park on school property without proper permits are subject to having their automobile towed at their expense.*

RULE 5 - ELECTRONIC DEVICES

No student shall possess radios, televisions, cellular phones, pagers, electronic games, remote control watches, laser pointers, cameras, video recorders, cell camera phones or any other equipment used or in sight during school hours (7:30-2:22). Personal listening devices (e.g., CD player with headphones, iPods and MP3 Players) will not be permitted during the school day, this includes the cafeteria. At school-sponsored events if such item(s) are deemed disruptive in nature by school personnel, the item(s) will be confiscated by school personnel.

RULE 6 - INSUBORDINATION/NON-COMPLIANCE

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

RULE 7 - FAILURE TO ACCEPT DISCIPLINE or CONSEQUENCES

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

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

No student shall use profane, vulgar, racially or religiously derogatory, abusive, or otherwise disrespectful language in any school building areas during school hours or at any school-sponsored or related activities or events.

RULE 9 - USE/POSSESSION of FLAME PRODUCING DEVICES:

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

**RULE 10 - LOITERING/TRESPASSING/
UNAUTHORIZED AREAS**

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

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

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

RULE 12 - TRUANCY AND TARDINESS

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

SECTION II

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

RULE 13 - REPEATED VIOLATIONS of SCHOOL RULES

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

RULE 14 - DISORDERLY CONDUCT

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

RULE 15 - GAMBLING

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

RULE 16 - GANG ACTIVITY:

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

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

RULE 17 - HAZING:

No student shall conspire to engage in hazing, harass, persecute, or participate in any act(s) or attempt to threaten, act, or participate in

any act(s) that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student. Hazing is banned in any form.

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any school sponsored events. Hazing is defined as acting or coercing another, including the victim, to participate in any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person (see Board Policy 5516). Permission, consent, or assumption of risk by any individual subjected to hazing will not lessen the prohibition contained in this Policy, and will not exempt any student from discipline under this Policy.

RULE 18 – HARASSMENT/BULLYING/CYBERBULLYING:

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

Cyber Bullying, Identity Theft, Fraud, Libel

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

RULE 19 - TOBACCO/SMOKING

The use of any tobacco products by students is prohibited. This applies to all school sponsored events and extracurricular activities both on school property and away from school. Use includes possession;

smoking is defined as holding a tobacco product, whether lit or unlit or having held it and tossed it aside.

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

RULE 20- EXTORTION

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

RULE 21 - ASSAULT/FIGHTING/PHYSICAL CONFRONTATION

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

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

RULE 22 – THREATS

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

Threats to faculty or staff members - This includes threatening or being disrespectful *or use of inappropriate language* to a faculty member at any time, including off school grounds and when school is not in session.

RULE 23 - DAMAGE, DESTRUCTION, THEFT of SCHOOL and/or PRIVATE PROPERTY, VANDALISM (INCLUDING TECHNOLOGY)

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

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

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

RULE 25 - BOMB THREATS

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

RULE 26 - ARSON

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

RULE 27 - DRUG PARAPHERNALIA

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

Rule 28 – SEXUAL HARASSMENT

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

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

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

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

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

All dangerous controlled substances as so designated and prohibited by Ohio statute; chemicals that release toxic vapors or fumes; alcoholic beverages; prescription or patent drug: These prohibitions also extend to prescription drugs, unless prescribed by a licensed physician for the student in question, and kept in the original container with the student's

name and with directions for proper use. Prescription medications shall be kept in the school clinic.

Any substance that is a "look-alike" to any of the above; Mood-altering drugs; chemicals which fall into the category of club drugs (e.g. ecstasy, GHB, etc.)

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

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

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

RULE 30 – LOOK-A-LIKE DRUGS

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

A. A counterfeit controlled substance is defined as:

1. any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark;
2. any unmarked or unlabeled substance that is represented to be a controlled substance;
3. any substance that is represented to be a controlled substance or is a different controlled substance; and
4. any substance other than a controlled substance which a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color,

or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

- B. No student shall knowingly possess any counterfeit-controlled substance. Violations of this provision shall be treated in the same manner as Rule 28.
- C. No student shall directly or indirectly represent a counterfeit-controlled substance as a controlled substance by describing, through words or conduct, that physical or mental effects are the same or similar to the effects associated with the use of a controlled substance.
- D. No student shall knowingly make, offer to sell, give, package, or deliver a counterfeit controlled substance. Violations of this provision will be treated in the same manner as Rule 28.

RULE 31 - WEAPONS, DANGEROUS INSTRUMENTS, FIREWORKS AND EXPLOSIVES

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

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

STUDENT SAFETY/EMERGENCY PROCEDURES
--

FIRE EMERGENCY GUIDELINES

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

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

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

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

TORNADO EMERGENCY GUIDELINES

1. Students outside the building will be immediately brought inside and placed in the nearest possible shelter area.
2. Students in the gymnasium will seek shelter in the locker rooms.
3. All other students and teachers will check the tornado notice in each room and move if necessary to the marked "safe" area.
4. At no time will staff or students seek shelter in corridors opening south or west. These are the most dangerous areas of the building if we sustain a direct hit from a tornado.
5. Under no circumstances will students be released to go home.
6. Teachers should carry their grade book/roster at all times during a practice or in an alert.
7. After arrival at the assigned shelter area, students should assume a crouching position with hands and arms protecting their faces and heads and remain until told to do otherwise. Students are asked to remain quiet.

INTRUDER ALERT GUIDELINES

Teachers will:

1. Faculty/Staff member will proceed to the classroom door and look into the hallway for any students.
2. Instruct any students in the hallway to enter your classroom immediately.
3. Lock the classroom door. Instruct the students to be silent and get into the "protective position" along a wall (preferably the wall that has the door): Crouch down on elbows and knees, heads down with hands locked over the head.
4. Close window blinds and turn off the lights.
5. Remain in your classroom and silent until instructed to do otherwise.
6. Remain in the "protective position" until the "ALL CLEAR" is given.

If this is a campus search (drugs/bombs), then:

- a. Instruct students to stay seated quietly.

- b. Collect book bags and personal belongings and place in a secured area along one side of the room.
- c. Faculty/Staff members who do not have a class responsibility are to step into the hallway and be available to assist.

SCHOOL CLOSINGS

Area TV and radio stations will carry school closing information. Students and parents are asked to pay special attention to **MEDINA CITY SCHOOLS** being closed.

I.D. CARDS

1. ID cards should be carried and should be able to be produced at any time the student is in the building or at school activities.
2. If a student has an ID badge but fails to carry it, they may be warned by the teacher and given the opportunity to comply. Repeated occurrences or failure to comply should result in a detention assignment by the teacher. If the problem becomes persistent, the matter should be referred to the office on a discipline referral.
3. If a student has lost or defaced their ID card, they must get a replacement from the Media Center. Cost for replacing the ID card is five dollars (\$5.00), and may be paid in cash or will be applied against student fees. Failure to get a replacement card will result in disciplinary action. The student can show a form from the Media Center that the replacement request has been made.
4. Student ID card should not be given to another person at any time. Violation of this rule will result in disciplinary action.
5. Students who lose their ID card must pay \$5 to purchase a new one.
6. Students who have lost or forgotten their ID will be sent to the office to buy a new one. The \$5 charge will be added to their student fees.
7. Students who do not have their ID card with them must report to the office to have attendance entered and to receive a temporary card.
8. ID cards will be necessary for computer usage, admission to school dances and other functions, and for Media Center use. Failure to have your ID card may result in the loss of some privileges.

9. ID cards are the property of Medina High School and may NOT or defaced in any way.

VIDEO SURVEILLANCE EQUIPMENT

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

VISITOR'S PASSES

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

TRANSPORTATION

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

PARKING RULES AND REGULATIONS

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

1. Any student who has purchased a parking permit will park in the student lot during the school day. The student parking lots are Lot C,D (Early Bird Seniors ONLY – MUST VACATE THE LOT BY 2:00 P.M.), Lot E,F, and K STUDENT VEHICLES PARKED

IN A FACULTY AREA OR THE RECREATION CENTER
PARKING WILL BE TOWED WITHOUT WARNING.

2. The speed limit is 10 m.p.h. at all times. Reckless or fast driving will not be tolerated and may result in loss of parking privileges, disciplinary action, or the towing of your vehicle.
3. All students will park their vehicles in the spaces assigned for student parking, taking up only one parking space. Parking is not permitted along yellow lines, on the grass, or in the visitor's parking area and may not block any driveways. Vehicles are to be parked in lined spaces only.
4. Students parked in the back lot west of the Senior High (Lot C) are NOT permitted to walk through Lot B (front parking lot) due to safety concerns. All students are to walk from Lot C to the building via the sidewalk.
5. All cars must be registered with the Hub. **PENALTY:** Failure to register or display a vehicle registration tag on the rearview mirror (facing out) is grounds for loss of parking privileges, disciplinary action, or the towing of your vehicle.
6. Students misusing their parking pass may have their parking privileges revoked for one week and/or up to the remainder of the school year and may receive disciplinary action (examples: being in any parking area without authorization, transporting truant students, leaving school property without permission, giving parking pass to non-Medina High School student, purchasing pass for unauthorized students). Using your vehicle in order to violate a school rule will result in loss of parking privileges for one week up to the remainder of school year.
7. Once a student drives onto school property, the student becomes the school's responsibility. Leaving school property, even if it is before 7:30 a.m., may be grounds for revocation of parking privileges, disciplinary action, or both.
8. Immediately upon arrival to school, all drivers and passengers must exit their vehicles and leave the parking lot area. Students should arrive in plenty of time to be punctual for 1st period class. Frequent tardiness may result in the loss of parking privileges.
9. Smoking anywhere on school property, including in a vehicle, is prohibited. Once a student drives onto school property all school rules apply to all occupants of the vehicle.
10. Security officers are school employees and must be shown courtesy and respect at all times.
11. Students who are placed on Step 4 of the Discipline Ladder may have their parking privileges revoked. Students placed on Step 5

will have parking privileges revoked. If parking privileges are revoked for the semester, no refunds will be given.

12. Students will purchase parking passes for only one time during the school year. All fees and fines must be paid prior to students purchasing parking passes.
13. Lost or Stolen parking permits must be repurchased, if parking permit is recovered the school will refund the money of the replacement permit.
14. Vehicles may be inspected at his discretion of the administration.
15. Price Chart for Student Parking Passes:

Beginning of School Year	\$80.00
October 29, 2007	\$60.00
January 22, 2008	\$40.00
March 31, 2008	\$20.00
16. Students who attend Medina High School for 3 or less academic classes may receive their permit for ½ price. Final decision determined by Principal in charge of parking.

MISCELLANEOUS INFORMATION

STUDENT HANDBOOK

This handbook is the student’s official handbook of student rules and regulations at Medina High School. It is also meant to be used as a hall pass, a time management organizer, and an assignment book. Students are expected to share this handbook with their parents/guardians.

ANNOUNCEMENTS

Time has been allotted for the reading of announcements over the PA system each day. The school administration may also make short P.A. announcements as needed. In addition to this, a daily bulletin is posted on the window outside the main and house offices covering the events of the day. Students are urged to check these bulletins frequently.

Forms for making announcements are available in the office. These must be signed by the faculty supervisor and turned in to the main office no later than 2:22 p.m. prior to the day the announcements are to be made. No announcements will be made for non-school activities.

ASSEMBLIES

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

We will have two types of assemblies at Medina High School: 1) Educational Assemblies and, 2) Pep Rallies.

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

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

CLUBS/ORGANIZATIONS

The following clubs and organizations are active at Medina High School to meet the interest of the students: American Field services (AFS), Academic Challenge, Bloodmobile, Class Organizations, Computer Club, Drama Club, Environmental Club, Fellowship of Christian Athletes, French Club, German Club, Girls' Leaders Club (GLC), Huddle/SHUDDLE, Emerging Leaders, Junior Statesman, Student Council, Key Club, Latin Club, Journalism, National Honor Society, SADD, Spanish Club, Student of the Month Committee, VOFT. All students are invited and encouraged to join a club. Any club, class, or organization wishing to sponsor a money making project (fundraiser) must clear it through the Athletic Director or his designee before any merchandise is ordered or any agreement is accepted. Club advisors must submit a requisition to the Principal for approval on all purchases and supplies.

DANCES

1. Dances are for Medina High School students only, with the exception of Homecoming and Sweetheart Dances. Outsiders may attend these dances when accompanying as a date of a Medina High School student, but these students must have at least a 9th grade standing. All guests must complete a required guest application form.
2. Prom is a senior/junior class (and dates) event.

3. Medina High School I.D. cards are required for admission to all dances.
4. All Medina High School rules are in effect at dances.
5. No slam dancing breakdancing, or rough, bumping/running during dances.
6. Students should dress appropriately for dances.
7. Changes in dance rules may occur during the year and will be announced.
8. The age limit for all dances is twenty years old.

HALL PASS

Students **MUST** have a HALL PASS to be in the halls during classes. Passes should be office-issued or the student handbook signed by school personnel.

INTERNET ACCESS ACCEPTABLE USE POLICY

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

LOCKERS

Student lockers are the property of the Board of Education and are provided solely as a convenience for student use. Students will be assigned lockers on the first day of school. Lockers should not be traded or shared. Also, damages incurred to a locker will be the responsibility of the student assigned to that locker.

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

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

LOST AND FOUND

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

LUNCH

Medina Senior High School has a closed lunch period. This means that all students will eat lunch at school and remain on the grounds. **No one is permitted to leave.** Each student is assigned one and only one lunch period and the time are indicated on his/her schedule. All students are expected to eat in the cafeteria. No food is to be taken from the cafeteria into the halls and consumed there. Due to a safety concern, bottles made of glass will not be permitted in our school at anytime. **ALSO, BACKPACKS AND BOOK BAGS WILL NOT BE ALLOWED IN THE LUNCH LINE.** Adults or other persons should not bring food into Medina High School during lunchtime. Examples of items not permitted are: Pizza, fast food from carryout places, etc. Unopened cans are permitted. An administrator may consider exceptions to these rules. All beverages, open or unopened, are subject to inspection by school personnel. While in the cafeteria, individuals are expected to behave in an orderly manner respecting the rights of others. Students are expected to keep their area neat and clean, the chairs in line, and the floor cleared of food and paper. Students who are uncooperative may be assigned seats or issued disciplinary action.

*Personal listening devices (e.g. CD players, MP3, IPOD) will **NO LONGER** be permitted during lunch.*

MEDIA CENTER

The facilities and services of the school Media Center are available to all students from 6:45 a.m. to 3:00 p.m. The media specialist and the media aides are always available to help you.

For students wishing to use the Media Center for reference assignments and library reading, the procedures are as follows:

1. Students will follow Media Center procedures when reporting from study hall.
2. Individual students from classrooms should come to the Media Center with a pass.

3. Students should check in with the staff member at the circulation desk and scan their current I.D. card.
4. No food or drink is permitted in the media center.
5. According to Media Center policy students should be doing research or using library materials. Homework should be done in study hall.
6. Students using the Internet must comply with Medina High School Acceptable Use Policy.
7. *Study hall students and students from classes will need their Student ID to use the Media Center Computer Lab.*

In order to provide a quiet atmosphere for learning, students using the Media Center should plan to work individually and refrain from talking. In order to work together, students must be doing research using library materials, and students must have a note from the classroom teacher who made the assignment. Students in violation of library policies and procedures may lose their library privileges for a period of time, as determined by the administration.

MEDICATION

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

SENIOR COMMONS

This senior class privilege will occur during non-lunch periods.

SIGNS/POSTERS

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

STUDENT COUNCIL

Student Council has a highly active role. Its purpose is not to govern the students, but to serve as a meeting place between the student body and the administration where the students can assume as much of the responsibility of organizing their high school activities as they are able to handle. It is the place where problems or questions arising from either the students or the administration can be presented for

discussion and consideration. The Student Council's principle purpose is to promote better relationships between the student body, the administration, the faculty, and the community. Student Council meets bi-monthly. Time and place are identified on the student announcements. Contact person is the Student Council Advisor.

STUDENT MESSAGES/DELIVERIES

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

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

STUDY HALL PROCEDURES

1. Be in study hall, near your seat, **before** the tardy bell rings.
2. Come prepared to study. Bring textbooks, paper, pencils, etc. with you to the study hall.
3. Work quietly by yourself. Talking is not permitted.
4. Students must remain seated for the duration of study hall.
5. If you plan to attend the Media Center or LRC, report first to your class. Sign out procedure will be followed.
6. Students who need to take tests should:
 - a. obtain pass from classroom teacher,
 - b. show pass to study hall monitor
 - c. report to testing area
7. Students who wish to see their counselor must fill out a conference request form between periods, before or after school and place it in the envelope on the door. The counselor will then send for the student at their earliest convenience.
8. First period students will remove all the chairs from the tables. Last period students must put all chairs on top of the tables and are to remain near his/her assigned area.

MIDDLE AUDITORIUM ONLY

1. All students will enter and leave by the rear set of double doors. No one is to enter or leave by the side or stage doors.

2. When sitting in the auditorium you will FACE TOWARD THE FRONT OF THE ROOM. At no time will your legs be laid over the tops of the seats.

SUMMER SCHOOL

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

TELEPHONES

Students will not be called to answer the telephone except in an emergency. Cell phones are not permitted to be used during the school day. *A telephone is available in the Main Office for student use for brief calls to parents/guardians.*

TEXTBOOKS

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

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

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

VOLUNTEERING

Volunteer opportunities in the community and school are available for all students. A record of a student's volunteer hours will be maintained and will appear on the grade card at the end of the year. The Volunteer Opportunities for Teens (V.O.F.T.) program is available for students.